OAADAC Research & Data Analysis Contractor

Position Description

Organization	OAADAC, The Association for Ohio Addiction Professionals
Position Title	Research & Data Analysis Contractor
Reports To	Designated OAADAC Board Liaison
Term	October 2026 - January 2027
Scope Summary	• Ten virtual 30-45 minute interviews with Ohio substance use disorder (SUD); Google Forms survey for up to fifteen others • Analyze information gathered and synthesize based on the OAADAC strategic priorities • Present findings and recommendations to OAADAC Board of Directors
Location	Remote/virtual (Zoom-based interviews); occasional in-person availability for board meetings, as helpful
Compensation	TBD (Please include in your letter of interest.)
How to Apply	Email resume and one-page proposal to Lori Joyner and Ashley Ryan at admin@oaadac.org by August 31, 2026.

Role Overview

The OAADAC Research & Data Analysis Contractor will play a pivotal role in our strategic planning process by conducting stakeholder interviews and translating feedback into actionable data. This contract role may be best suited for someone familiar with the Ohio substance use disorder treatment and provider space. We are looking for someone who can interview and effectively deliver qualitative research to support data-driven decision-making for the organization going forward.

Key Responsibilities

- **Set Up Stakeholder Interviews:** Schedule OAADAC interviews with the agreed-upon stakeholder list (10), ensuring one OAADAC Board Member is copied on all correspondence and committed to attending each interview. Send interview questions and background information about OAADAC to each stakeholder at least one week prior. Interviews should take place in October and November 2026.

- **Conduct Stakeholder Interviews:** Facilitate semi-structured Zoom interviews with key community stakeholders to gather insights aligned with OAADAC's strategic goals. Represent OAADAC professionally and represent the interests of the organization as a whole, rather than any one individual's views.
- **Send Google Forms Surveys to Other Stakeholders:** For lower-priority stakeholders identified separately, create and distribute a Google Form survey to collect responses (10-15 stakeholders here).
- **Data Compilation:** Record, transcribe (or summarize), and organize feedback into a centralized database on an OAADAC-designated, access-controlled platform (see Confidentiality & Data Security below).
- **Analysis & Reporting:** Synthesize findings to identify key themes, trends, and opportunities, applying sound judgment around data reliability and validity and the utmost discretion with the information received.
- **Strategic Presentation:** Develop a final summary report of data-driven insights to present to the Board of Directors in January 2027 for use in long-term strategic planning. Organize according to OAADAC's four pillars (Education, Advocacy, Professional Services, and Professional Development).
- **Coordination with OAADAC:** Seek proper approvals and communication at least bi-weekly, with a monthly live check-in with OAADAC Board Members.

Desired Qualifications

- Current enrollment in a relevant academic program or previously/currently working in the substance use disorder field (e.g., Behavioral Health, Administration, or related fields).
- Strong verbal communication skills and a professional, objective demeanor.
- Proficiency with Zoom and basic data organization tools (e.g., Excel, Google Sheets, or similar).
- A demonstrated commitment to NAADAC and OAADAC's mission and values.
- Chemical dependency licensure or certification in Ohio (e.g., CDCA or LCDC) through the Ohio Chemical Dependency Professionals Board is a plus.

Supervision & Reporting

The Contractor reports to a Board Liaison designated by the OAADAC Executive Committee for the duration of the engagement. Regular check-ins (recommended biweekly) will be held with the Board Liaison to review progress, troubleshoot scheduling issues, and confirm the project remains on track for the January 2027 presentation.

Confidentiality & Data Security

- The Contractor will sign a confidentiality agreement prior to beginning work.
- All interview notes, survey responses, and related data must be stored on an OAADAC-designated, access-controlled platform (e.g., a restricted Google Workspace folder shared only with the Contractor and Board Liaison) - not personal devices, personal cloud accounts, or personal email.
- Interviews and surveys are limited to stakeholder and professional-level perspectives; no client-identifying information or protected health information (PHI) should be recorded or requested at any point.

- All data, notes, and work product are collected on behalf of and remain the sole property of OAADAC.
- Upon completion of the contract, all raw data will be transferred to OAADAC and permanently deleted from any personal devices or accounts.
- **Use of AI Tools:** Interviewee and stakeholder information must remain confidential at all times. “Black box” AI tools - public or consumer-grade platforms where inputs may be retained, used for training, or otherwise not fully controlled - may not be used to process, transcribe, summarize, or store any interview notes, survey responses, or identifying information. Any AI tool proposed for use on this project must first be reviewed and approved by the Board Liaison.
- **AI Training Requirement:** If the Contractor intends to use AI tools as part of this role (e.g., for drafting, organizing, or summarizing non-confidential portions of the work), they must first complete a short responsible-AI use course - such as Anthropic's 1-hour AI fluency certificate, OpenAI's equivalent introductory course, or a similar training - and share proof of completion with the Board Liaison before use.

Compensation & Benefits

- **Professional Development:** Direct mentorship from board leadership and practical experience in nonprofit administration and data analytics.
- **Networking:** Opportunities to engage with key stakeholders and board members.
- **Payment:** Please include requested compensation and terms in your letter of interest.
- **Additional Expenses:** Reimbursement may be requested for minimal educational materials supporting this initiative, certification costs, or other necessary materials.

Term

October 2026 - December 2026: an estimated 150 hours of human work, which might be reduced with AI resources; see the **Confidentiality & Data Security** section above.

Note: if this individual is a current OAADAC Board of Directors Member, they must step off the Board while being compensated for this position, pursuant to the OAADAC 2021 Bylaws: “Compensation: No Director shall receive any compensation for his or her service as a Director, but the Board may authorize OAADAC to reimburse any Director for expenses incurred by his or her attendance at any Annual or Special meeting of the Board of Directors.”

How to Apply

Interested candidates should email a resume and a brief statement of interest to admin@oaadac.org by August 31, 2026. Applicants will be reviewed by a pre-selected Committee of 3. The committee reserves the right to select multiple candidates to form a collaborative project team, particularly when applicants possess complementary skills, ensuring that high-impact initiatives—such as this—are addressed by a dedicated, multi-disciplinary group. Compensation will be split between all parties.