



JOB ANNOUNCEMENT
FIELD OPERATIONS MANAGER

Point of Contact: Rita Martinez, Program Manager, American Indian Development Associates, LLC, (505) 842-1122, rita@aidainc.net

Location: Albuquerque, NM

Required Documents: Must submit a Cover letter/Resume/References

Posting Duration: Position is open until filled.

Selection Process Includes:

1. 1st interview includes screening questions, reference check, simple background investigation.
2. 2nd interview, in person at the AIDA offices or via Webex w/ AIDA President.
3. Extensive Federal Background investigation conducted by the U.S. Department of Justice.

Description

American Indian Development Associates, LLC is seeking a Field Operations Manager (FOM) for a full-time, position in Albuquerque, NM. The FOM will work on multiple projects with the majority of work on a National Baseline Study and other AIDA projects.

The National Baseline Study is a study on public health, wellness and safety among American Indian and Alaska Native women living in tribal communities. The FOM is responsible for building rapport and maintaining relationships at all study sites, managing day-to-day research tasks and activities, assessing research readiness at the tribe, and providing technical assistance at all sites. The FOM also supervises tribal research-site project staff and consultants, assists with training field staff, works with onsite staff to prepare for data collection, monitors data collection activities and tasks, and prepares regular progress and research-site visit reports. This job requires extensive travel to study sites throughout the country (Alaska and lower 48 states).

Qualifications: Master's degree in criminal justice, sociology, public administration or other social or behavioral science field with at least three years of applied research experience, or Bachelor's degree in a related field with at least five years of research experience may be substituted for the Master's Degree. Past research, project management and supervisory experience highly desired as well as background knowledge of tribal communities, tribal justice systems, and victim services. American Indian or Alaska Native professional preferred. Salary based on qualifications. Position is based in Albuquerque, NM. (No satellite office or remote offices are eligible for this position. Do not apply if you seek a satellite position.)

Relevant Key Experience & Skills Needed

- Strong written and verbal communication skills. Must have the ability to develop and maintain strong relationships with clients and potential research partners. Must have the ability to make regular unsolicited calls with targeted contacts to meet project goals and objectives, ability to negotiate agreements.
- Strong organizational skills and task and detail oriented.
- Ability to prioritize multiple tasks and meet tight deadlines.
- Ability to work with diverse groups of people, communities, and cultures. Effective working and strong interpersonal relationship skills.
- Flexible and adaptable.
- Ability to direct complex projects from concept to operational status, and supervision of field staff.
- Ability to provide public speaking, training, and facilitation in public or groups or via electronic media.
- Ability to travel to tribal sites across the nation (Alaska and lower 48 states). This includes a valid driver's license, and ability to maintain a credit card in your own name for hotel and car rental purposes.

Interested applicants should send a cover letter/references and digital resume to rita@aidainc.net. For inquiries contact: Rita Martinez, Program Manager at (505) 842-1122.