



Position: Contract Women's Health Needs Study Interviewer

Department: Refugee Services

Reports To: Micaela Schuneman, Director of Refugee Services

Position is temporary starting in late August 2020 until early spring 2021; hours will vary but average 10-20 per week.

Salary Range: \$20 per hour

Organization Description:

Since 1974 the International Institute of Minnesota (IIM) has resettled nearly 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. IIM's annual Festival of Nations fosters community and honors culture and traditions of 100 unique ethnic communities. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be important abroad and in Minnesota.

Description:

This opportunity offers a flexible role where interviewers hired from within the community will engage with women to collect data and information about experiences related to their health. Interviewers pay close attention to details, making sure all data is appropriately captured so researchers can use the information collected to learn more about the health needs of women in the Twin Cities. The team works together to share accurate and thorough data reports with colleagues in a timely fashion.

Position Responsibilities:

- Complete human subjects remote training.
- Ability to carry and safely store survey documents and supplies in designated location.
- Attend 4 days of in-person, paid general and project training sessions.
- Have and maintain a working phone number and reliable internet connection.
- Private space at home to conduct interviews via phone or video conferencing.
- Fluent and able to pass language certification in English AND one of the following languages: Amharic or Oromo.

Position Requirements (Experience and Qualifications):

- Commitment to the human rights and general welfare of refugees and immigrants.
- Must be capable of working in a fast-paced, multicultural office environment, take initiative, and be able to handle and prioritize multiple assignments at once.
- Comfortable discussing sensitive women's health topics.
- Prepared to handle private information and ensure confidentiality is protected.

- Available to attend remote training to ensure you have the tools you need to be a successful field interviewer.
- Prepared to make contact with study participants in a productive and efficient manner.
- Able to document study activity in a consistent and professional manner.
- Able to communicate with managers regularly and report on program progress.
- Able to pay close attention to small, but critical details with a focus on collecting quality data.
- Able to follow CDC and federal guidelines regarding physical and social distancing.
- Able to use a computer tablet, provided by International Institute of Minnesota, to enter data and complete online forms.

Timing and Hours

- Work is part-time and temporary, usually 10-20 hours per week, with short periods of up to 40 hours per week possible, including some evening/weekend hours.
- Work will begin data collection following training and continue through March 2021, or until we meet the project goal of completed number of interviews.
- Actual hours of work will vary during the assignment.

*Please send resume and cover letter to Micaela Schuneman via email: MSchuneman@iimn.org.
Deadline for applications is 8/24/2020.*