



Project Manager

Preference for Cambridge, MA office

Ibis Reproductive Health is a global nonprofit driving change through bold, rigorous research, and principled partnerships that advance sexual and reproductive autonomy, choices, and health worldwide. We believe that research can catalyze change when the entire research process is viewed as an opportunity to shift power, is undertaken in partnership with the communities most affected, and includes a focus on how data can be most effectively used to make change. We focus on increasing access to quality abortion care, transforming access to abortion and contraception through technology and service innovations, and expanding comprehensive sexual and reproductive health information and services. Ibis works with partners in more than 30 countries on six continents through our offices located in South Africa and the United States. Our staff is located in Cambridge, MA and Oakland CA, USA; and Johannesburg, South Africa. For more information, visit: www.ibisreproductivehealth.org.

We seek an individual with a commitment to sexual and reproductive health, rights, and justice, **with a strong quantitative background and complete fluency in Spanish**. The Project Manager will provide research support to the [Free the Pill Campaign](#) and the [Oral Contraceptives Over-the-Counter Working Group](#) to help build the case for making oral contraception available over the counter in the United States, and will also contribute to research focused on destigmatizing abortion around the world, and understanding the safety and effectiveness of out-of-clinic models of abortion care. The Project Manager will work with multiple study teams on other new and ongoing research projects, potentially including our global work on later abortion care, access to abortion and contraception care for transgender and gender-expansive individuals. Areas of responsibility include, but are not limited to: management and oversight of ongoing research projects in the United States and Latin America, quantitative data management and analysis in English and Spanish, development of study instruments, management of institutional review board protocols, coordination of fieldwork, clear communication of research results in multiple formats, supporting development of grant proposals, organizing meetings, and more.

Qualifications & Requirements:

- Fluency in English **and Spanish**
- **Excellent quantitative skills** (including one or more years of training and one or more years of experience in quantitative data analysis and solid understanding of software packages such as Stata or R or other quantitative software)
- Master's degree in public health, public policy, or related discipline OR equivalent experience
- At least two years of substantive experience in research in the fields of public health, public policy, or related disciplines

- Excellent interpersonal, writing, and presentation skills in English **and Spanish**
- Ability to make and carry out decisions independently and a dedication to team building and collaboration
- Excellent managerial and organizational skills, including self-starter, detail-oriented, highly organized, and able to meet deadlines
- Willingness and ability to travel up to approximately 25% of time

Preferences:

- Exposure to qualitative research methods and software (MAXQDA, Dedoose, Atlas-ti, or other)
- Experience working on projects cross-culturally
- Research and/or project management experience in the fields of sexual and reproductive health
- Dedication to team building and staff development
- Sense of humor

Ibis is an equal opportunity employer. Ibis seeks to build and maintain a diverse and inclusive workplace; we encourage applications from people of color, people with disabilities, LGBTQ+ people, first-generation college graduates, and people from other underrepresented communities.

Salary: The starting salary for this position is typically \$58,000-\$62,000 USD, depending on experience. Starting salaries vary based on geographic location of the position and the qualifications/experience of individual candidates.

Benefits: Ibis's generous benefits package includes: medical insurance, with most of the premium paid by Ibis; dental, disability, and life insurance; a 403(b) retirement savings plan with employer contributions after the first year; four weeks of vacation per year; and professional development opportunities.

Deadline for applications: Interested candidates should upload a cover letter **written in Spanish** and resume in English to <https://ibisreproductivehealth.org/forms/employment-application>.

Candidates should also complete this short online [survey](#). Applications will be accepted and reviewed on a rolling basis; priority will be given to applications received on or before **October 1, 2019**. Position starts as soon as filled. No phone calls, please.