



# *Conference for Food Protection*

## **RESEARCH PROJECT**

### **SUPPORT STAFF**

### *Position Description*

The Conference for Food Protection (CFP) is collaborating with the National Association of County and City Health Officials (NACCHO) on a two-year research project designed to further the capacity of state, local, tribal and territorial (SLTT) food regulatory agencies to improve retail food safety and reduce foodborne illness across the United States. To support this project CFP is seeking to hire a Research Project Support Staff member to join our team. This is a grant funded full-time position and the successful candidate will work from home but must be able to travel to meetings as needed to complete the project.

The CFP brings together representatives from the food industry, government, academia, and consumer organizations to identify and address emerging problems of food safety and to formulate recommendations. The CFP seeks to balance the interests of regulatory and industry while providing an open forum for the consideration of ideas from any source. Though the CFP has no formal regulatory authority, it is a powerful organization that profoundly influences model laws and regulations among all government agencies and minimizes disparate interpretations and implementation. As a 501(c)(3) nonprofit organization, through grant and membership support, the CFP works with federal partners such as the CDC, FDA, and USDA on critical and diverse issues related to retail food safety.

#### A. PRIMARY ROLE

The Research Project Support Staff member will actively contribute to the activities of a research team by performing a variety of duties that facilitate the design, implementation, analysis, and dissemination of related research and evaluation projects. The Support Staff member will work under the direct supervision of the Research Project Leader to implement research/service activities as required by the grant

#### B. PRIMARY JOB DUTIES AND RESPONSIBILITIES

Drafts data collection tools such as surveys or interview scripts, subsequently conduct these interviews or surveys, as well as summarize results of both quantitative and qualitative data in charts or reports for dissemination.

Conducts data collection, study activities, and data analysis: (1) assists in the creation of data collection tools such as surveys and interview scripts; (2) recruit participants; (3) conducts surveys and interviews; (4) summarizes results of surveys and interviews; and (5) secures, manages, and analyzes data using qualitative research methods

Assists in drafting and manages dissemination of study output, including progress reports, professional presentations, posters, abstracts, technical reports, and journal articles, and funding proposals.

Performs other related duties incidental to the work described herein.

### C. MINIMUM QUALIFICATIONS

- Bachelor's degree in a field related to the work to be performed during the research project
- Possess strong analytical, interpersonal, and written and oral communication skills
- Must be:
  - A self-starter, requiring minimal direction for completing assignments
  - Able to work independently and as part of a team
  - Well-organized, and able to multi-task
  - A proficient user of Microsoft Office Suite
  - Able to travel when required to attend research project related meetings
  - Friendly, pleasant, and possess excellent office etiquette
  - Able to organize a daily and long-term workload by priorities
  - Able to meet deadlines

### D. LEVEL OF DECISION MAKING

Works under the direction of the Research Project Leader. The Research Support Staff Member is expected to complete assignments on time and with minimal errors. Provides input to the Research Project Leader to improve individual work activities, team activities, and the strategic direction of the project(s).

### E. SCOPE AND IMPACT

This position is supported by grant funding, therefore continued employment is contingent upon maintaining the current level of support.

### F. PHYSICAL REQUIREMENTS

Sedentary work, sitting for long periods of time, eye strain from extensive computer usage, writing, talking, effective listening, and ability to conduct presentations.

### H. COMPENSATION

The salary for the half-time Research Project Leader is up to \$37,500 per year depending on experience. Funding for the first year of the project is guaranteed. Funding for the position in year two is dependent on receiving funding from FDA for the second year of the project.

The Research Project Support Staff member will render services associated with the position as an independent contractor. The individual hired for the position shall be responsible for the payment of any self-employment, income, and/or other taxes arising from performance of these services.

### I. SUPPLEMENTAL INFORMATION

A copy of the Project Research Proposal has been placed on the CFP website. You can use the following link to access the document –

<http://www.foodprotect.org/cfp-naccho-research-project/>