

POSITION AVAILABLE

Meeting Organizer, Facilitator, Data Collector, and Analyst for U.S. Forest and Forest Products R&D Capacity Summit

Purpose of Position:

Purdue University and the U.S. Endowment for Forestry and Communities are seeking a meeting facilitator, organizer, data collector, and analyst for a series on focus groups with leaders from state, federal, industry, university and NGO organizations involved in the forest management and wood products sectors. Meetings will be held via Zoom or another online platform.

Responsibilities:

- Organize and run online focus groups under direction of Principle Investigators
- Document interview feedback from focus group participants
- Provide accurate syntheses and summaries of feedback from focus group participants
- Provide creative analytical approaches to analyzing and understanding feedback from focus group participants

Qualifications:

- Experience organizing and facilitating focus groups
- Experience gathering data from focus groups and providing an effective synthesis and summary of the participant feedback
- Experience conducting qualitative analysis of focus and survey data using tools such as MAXQDA, Quirkos, NVivo, or similar software
- Experience with Zoom, WebEx, MS-Teams or other online meeting platform
- Qualitative social science education and experience preferred

Type of Position:

- Temporary, part-time, contract position, or consulting company via contract

To apply, please submit a CV and letter of interest to:

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