**Alcohol and Other Drug (AOD) Research Associate**

The National Association of State Alcohol and Drug Abuse Directors (NASADAD) – a non-profit association ([www.nasadad.org](http://www.nasadad.org/)) providing research and technical assistance to the states and territories on substance use and misuse prevention, treatment, and recovery services – seeks a team-oriented person interested in substance use disorder issues and systems. The candidate should: possess an understanding of substance use issues, have excellent writing and communication skills, and demonstrate strong research and analytic capabilities.

**Experience and qualities:**

* Bachelor's degree required in social science or human service field, (e.g., public health, sociology, psychology, social work, economics);
* Knowledge of substance use and related issues;
* Strong technical writing and qualitative/quantitative data analysis skills;
* Demonstrated experience in developing reports and documents;
* Strong computer skills in: Word, Power Point, Excel, and Stata or SPSS; and

**Primary responsibilities:**

* Supports a diverse portfolio of research and technical assistance projects;
* Assists in developing small and large-scale surveys and facilitate data collection, analysis, summarization, and dissemination;
* Supports the development of research briefs and reports, technical assistance documents, and meeting summaries;
* Plans and supports conference calls, live meetings, webinars for state and territories, federal partners, stakeholders, and subject matter experts;
* Provides planning and logistical support for national meetings and conferences; and
* Coordinates tasks and works effectively in a team-driven environment.

Salary commensurate with experience. Excellent Benefits.

Work location in Washington, DC office; near Metro. Currently, staff working remotely. Position involves some local meetings and occasional travel out of area.

Please send a cover letter and resume to:

Tracy Flinn, Ed.D., Senior Research Analyst

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