

JOB RESPONSIBILITIES

Job Title: Research Associate

Reports to: Director of People Group Data

Date Created/Revised: 06/02/2024

Position Summary:

Assist Joshua Project's research through efforts in which the Associate's skills and capacities align with strategic organizational priorities. Such activities could involve proactive networking and researching for people group information updates, administrative tasks, coordinating research projects, updating statistical percentages based on growth rates, corresponding with global sources who have provided people group updates through email, updating the database, tracking census and ethnographic research updates throughout the world, following up on surveys among ministry leaders, and so forth.

Essential Roles and Responsibilities:

- Assist the overall research efforts of Joshua Project which seeks to have global data integrity as well as current updating to match local realities
- Participate in team and project meetings as deemed necessary
- Report monthly to supervisor with work activity and progress toward goals
- Learn and grow in understanding of global missions and the ethnic groups of the world
- Work on tasks and roles in line with organizational priorities as communicated through Joshua Project's Director of People Group Data

Knowledge, Skills and Abilities (varied as role can be tailored toward Associate's skill set. Could include traits like the following):

- Database management skills
- Familiarity with Microsoft 365
- Experience with forming and conducting surveys
- Exceptional attention to detail and accuracy
- Social science research skills
- Experience with networking in the global missions world
- Solid verbal and written communication skills
- Missiological understanding of people groups
- Participate in additional work training as deemed appropriate
- Leadership and decision-making skills
- Team building and supervisions skills
- Willingness to learn



Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Demonstrates a thorough understanding of the Bible.
- Evidences God's calling to play a role in his mission to spread the gospel among all peoples of the world.
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.
- Is age twenty-one or older.
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the [Lausanne Covenant](#), [World Evangelical Alliance statement of faith](#), and [Joshua Project's core values](#).
- Demonstrates relational skills to network with partners for raising salary (if necessary)
- Preference toward workers with previous cross-cultural missions experience
- Ability to work with ever-changing technology applications for internal processes and internal/external communications

Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings

