



Full-Time Research Coordinator

Job Description

Position Title	Research Coordinator
Division	ECHO Asia Regional Impact Center
Department	Technical Resourcing
Reports directly to	Technical Resourcing Manager
Will work closely with	Agricultural Operations Manager and team; Southeast Asia Extension Manager
Directly Supervises	N/A
Location Base	ECHO Asia Small Farm Resource Center, Chiang Mai, Thailand
Duration	Full-time
Date Document Prepared	May 2026

General Description

The Research Coordinator will support the research and technical resourcing activities of ECHO Asia. This will be achieved through coordination of research activities, experimental design, implementation of research trials, and data collection. The role will support the creation of resource publications, including manuals, videos, and research reports. This position will also play a critical role in identifying new agricultural innovations, practices, and technologies suited for the Asian and smallholder context.

Main Duties and Responsibilities

1. Research

- 1.1. Coordinate with Farm Supervisor and Seed Bank Supervisor to plan research trials, including variety trials, livestock feed trials, and other experiments happening on site.
- 1.2. Work directly with farm staff/technicians to implement research trials, maintain experimental plots, and to collect data.
- 1.3. Logistical support with purchasing research materials, submission of samples, support for research interns
- 1.4. Support implementation of surveys and interviews in rural Thai communities, including logistical support and translation.
- 1.5. Assist Technical Resourcing Manager with writing and editing of relevant articles and video scripts
- 1.6. Build and maintain partnerships with local agricultural universities and colleges, ministry of agriculture staff, and other related entities.

2. Technical Support

- 2.1. Support staff and interns with technical capacity building through resource sharing, seminar presentations, and mentorship.
- 2.2. Respond to relevant Technical Requests submitted to ECHO through the Asia network.
- 2.3. Assist with translation of technical materials.
- 2.4. Assist extension staff with curriculum development and related teaching resources, ensuring technical excellence and accuracy.

3. Extension Activities

- 3.1. Remain available to train and/or represent ECHO at conferences, workshops, and other extension events, according to personal skills and topics of strength.
- 3.2. Remain available to periodically travel off-site to teach and train and support extension activities of ECHO Asia, domestically and regionally.
- 3.3. Provide occasional farm tours for relevant visitors and network partners

Work Hours:

Regular work hours are 8:00 am to 5:00 pm, Monday through Friday. This position will, however, involve periodic travel off-site and occasionally throughout Thailand and Southeast Asia.

Required Competencies:

- A committed follower of Jesus Christ who affirms ECHO's Statement of Faith and possesses character traits consistent with ECHO's core values
- Professional fluency in English (Thai language skills preferred)
- Demonstrated proficiency in computer programs including Microsoft Office, Teams, and Statistical Analysis software
- Availability to work occasional weekends or flexible hours to accommodate groups and special events
- Demonstrated ability to work in a multi-lingual, multi-cultural environment, responding to the needs and requests of a diverse network
- Demonstrated ability to work collaboratively with a team to set and achieve goals, solve problems, and implement plans as part of a larger team
- Valid driver's license

Required Education and Experience:

- Master's degree in agricultural science, environmental science, natural resources, or related field
- Experience conducting research and field trials, experimental design, data collection, and data analysis
- Experience working in agricultural production, and/or agricultural extension programs
- Experience in any of the areas of ECHO Asia's research is a strong advantage. These include seed production and saving, soil science, livestock nutrition and feeding, biochar, and food systems.

Benefits:

- Competitive salary subject to qualifications
- Paid Time Off (PTO)
- Paid Holidays
- Paid Medical Insurance
- Provident/Retirement Fund with Matching Employer Contribution
- Phone Stipend