

RESEARCH COORDINATOR JOB/INTERN DESCRIPTIONS

This document includes two examples of a job/intern description used by a community-based organization to hire a research coordinator. These may be useful to other CBOs interested in creating or revising job or intern descriptions related to research.

Additional examples available at: www.cbprcurriculum.info/
(Under unit3 Section3.2)

Position Description #1: From the Healthcare Consortium of Illinois

POSITION TITLE: Research Coordinator
PROGRAM: Office of Community Health
REPORTS TO: Director of Office of Community Health



General Summary of Duties:

The Research Coordinator develops pertinent background research which contributes to a greater understanding of conditions, issues and trends impacting on a wide range of programs/projects, subjects and topics that increases public awareness. Manages related databases.

Essential Duties & Responsibilities:

1. Responsible for administering tools developed for specific projects and programs. These tools may include surveys, exit slips, interview protocols, etc.
2. Responsible for maintaining a high degree of organization of all research data, and submitting that data on time and in a clear manner (the context of the data clearly indicated) to the appropriate parties.
3. Responsible for the development of research plans as needed, and to the development of research tools as needed.
4. Communicate research policy initiatives to HCI staff.
5. Prepares preliminary outlines of projects to determine appropriate methodology, which may involve developing an historical perspective; identifying prevailing social and economic conditions, outlining legislative considerations; regulatory impact; international involvement in issues; and future trends and implications.
6. Distributes the research instruments, and collects, stores and organizes the data.
7. Drafts, summarizes, and edits findings and provides feedback to the reviewers.
8. Prepares data for use in summaries and fact sheets. Documents and establishes files on all statistical analyses performed indicating methodology, variations in manipulation of data and resource materials used.
9. Responds to inquiries about study activities and increases public awareness of studies.
10. Conducts discussions with various officials, academics, allied groups and staff. Analyzes data developed and prepares written interpretations.
11. Attends committee meetings to present and receive feedback regarding study area and prepares meeting summaries.
12. Identifies and contacts professional and advocacy groups interested in the committee's work.
13. Identify key evaluation and research questions

14. Performs administrative tasks such as corresponding with committee members, participating in the planning and execution of committee meetings, and other tasks associated with preparing for committee meetings and workshops.
15. Serves as a mentor and/or resource to employees.
16. May be responsible for internal and external training.
17. Performs all other duties as assigned

QUALIFICATIONS

Experience, Education and Licensure

1. BS Degree, Master Degree in Public Health preferred.
2. Minimum of two years experience in public health, public policy, or with membership associations, or related Masters degree

Competencies:

- Knowledge of and ability to track and analyze appropriate issues and legislation at federal and state levels.
- Ability to independently leverage critical thinking skills.
- A demonstrated attention to detail.
- Proficiency in MS Office applications (Outlook, Word, Excel, Access).
- Excellent written and verbal communication skills
- Strong research skills; strong analytical and critical thinking skills;
- Ability to work independently and in a team environment
- Highly organized; ability to manage multiple projects and complete assigned tasks in timely manner
- Flexibility in performing a variety of tasks related to implementing project deliverables.
- Able to work under pressure of many priorities and deadlines;
- Knowledge of long-range planning process; good managerial skills;
- Knowledge of health care trends
- Must have highly developed interpersonal skills.
- Excellent customer service skills (both internal and external customers), including the ability to work with people of diverse backgrounds in a respectful and courteous manner at all times.
- Ability to maintain a professional demeanor at all times

Essential Duties & Responsibilities Specific to the Facility and Department:

1. Acts as a role model within and outside the Agency
2. Performs duties as workload necessitates
3. Maintains a positive and respectful attitude
4. Communicates regularly with supervisor about Department issues
5. Demonstrates flexible and efficient time management and ability to prioritize work load
6. Adheres to Agency Policy and Procedures

Position Description #2: From Demoiselle 2 Femme

PUBLIC HEALTH RESEARCH ASSISTANT ~ JOB POSTING~



PRIMARY FUNCTION AND PURPOSE OF THE POSITION:

The Public Health Research Assistant of Demoiselle 2 Femme, NFP will report to the Program Director and Director of Research and Evaluation. The Public Health Research Assistant will provide support to multiple evaluation projects conducted at Demoiselle 2 Femme, NFP. Additionally, the Public Health Research Assistant will provide administrative support to Demoiselle 2 Femme, NFP coalition and partnership building activities which help to reduce health disparities among teen girls in target Chicagoland communities.

DESCRIPTION OF RESPONSIBILITIES:

- 1) Provide research and administrative support to research /evaluation and coalition activities aimed at improving the health, wellness and safety of girls in D2F target communities;
- 2) Support the evaluation team by conducting development, awareness, recruitment, measurement, intervention and tracking activities;
- 3) Maintain evaluation files/records in secure environment according to HIPAA requirements;
- 4) Plan, organize and conduct focus group interviews under the guidance D2F staff and the evaluation team;
- 5) Coordinate with evaluation staff to administer and collect data to assure high quality (reliable and valid) data according to protocols developed with the Director of Evaluation;
- 6) Participate in survey administration as needed;
- 7) Assist in the development of a research/evaluation plan for Demoiselle 2 Femme, NFP;
Plan, organize and participate in research/evaluation dissemination activities;
- 8) Assist in the preparation of quarterly and annual reports for stakeholders and funders as well updates for the D2F Catalyst Newsletter;
- 9) Data entry, as well as edits and submission to evaluators;
- 10) Prepare presentations, i.e. power point, posters, oral, etc. which feature research and evaluation activities conducted at Demoiselle 2 Femme, NFP;
- 11) Assist in the preparation and submission of manuscripts and abstracts for journals, professional publications and national conferences;
- 12) Participate in and provide administrative support to monthly coalition meetings and associated research activities;
- 13) Participate in staff development trainings, webinars, workshops and capacity building activities.

QUALIFICATIONS:

- Bachelor's Degree in social or natural science required; graduate student pursuing Master's degree in Public Health preferred.
- Minimum of 1 year experience in office support environment
- Experience with urban youth, specifically adolescent females residing in distressed communities
- Creativity and knowledge of youth culture
- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines without direct supervision
- Knowledge of analytics software, i.e. SPSS
- Mastery of computer technology and Microsoft Office applications (Access, Excel, Power Point, and Word)
- Experience in research and evaluation activities
- Knowledge of Community Based Participatory Research
- People oriented person with flexible schedule
- Strong oral and written communication skills, specifically technical writing
- Knowledge of the Chicagoland community

ADDITIONAL INFORMATION:

- Part-time, 15-20 hours per week, \$14.00 per hour
- Requires reliable transportation
- Candidate must pass DCFS & Chicago Public Schools background checks