### 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.

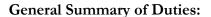
Additional examples available at: <a href="https://www.cbprcurriculum.info/">www.cbprcurriculum.info/</a> (Under unit3 Section3.2)

# 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



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 pursing 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

