

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Research Associate

### POSITION SUMMARY:

Coordinates research projects, assists with the organization and execution of data collection, assists with data tracking and analysis.

### POSITION OVERVIEW:

- Employment Type: Full-Time
- Salary: Exempt
- Location: Oakland
- Job Category: Research & Policy
- Reports to: VP of Research & Policy
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Collaborates with team members as well as external researchers to help implement data collection efforts for research studies.
- Serves as point of contact for center staff and external researchers in planning and scheduling research activities.
- Assists multiple ongoing projects related to Kidango program evaluation and improvement efforts.
- Supports analysis of data utilizing statistical and data visualization methodologies.
- Helps prepare reports as required for policymakers and other stakeholders.
- Identifies opportunities for quality improvement through data collection and analysis.
- Supports maintenance of comprehensive database for internal agency data, including data collection, preparation and storage.
- Helps present research findings to internal audiences, including peers, co-workers, and managers.
- Assists with development and design of outreach materials and tools for educational, or awareness programs.
- Maintains confidentiality of children, families and staff.
- Works as a member of the agency team by promoting the mission and philosophy of the agency.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Advocates on behalf of all children, families, and staff of agency.
- Participates in activities that further professional growth of self and staff.
- All other duties assigned.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- BA/BS degree or equivalent required. Master's degree preferred.
- Minimum of two years' work experience in a similar position.
- Strong oral, written, and computer skills. Outstanding interpersonal skills; excellent research skills.
- Experience with data science methodologies preferred.
- Experience with large datasets, including use of SQL, SPSS, STATA, Tableau, R, or other tools, preferred.
- Ability to work effectively and use a positive approach with a diversity of people.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

**KEY COMPETENCIES:**

- Judgment, decision-making, information management, planning and organizing, problem analysis and problem solving, delegating tasks and responsibility, communication, coaching, teamwork, flexibility

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older
- Travel as needed to agency, community and state functions.

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

**HOW TO APPLY:** To apply for this position please complete an application at [www.kidango.org/Careers](http://www.kidango.org/Careers)

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.