

Career Opportunity: Research Assistant

Career Opportunity: Research Assistant

Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health. At the heart of what motivates us is the belief that children and families deserve better systems and supports so that every child achieves their optimal health. Because of this belief, addressing social determinants of health, eliminating health disparities, and achieving equity are central to our mission. We believe that by creating a culture of diversity, equity and inclusion, we will similarly foster greater strength and resilience within and beyond the organization. While NICHQ is Boston based, we have a strong remote culture and invite candidates from across the country to apply.

Position Overview

NICHQ is currently recruiting an energetic, detail-oriented Research Assistant with at least 1-2 years of data analysis and/or research project experience to collaborate with multiple team members to support the activities and deliverables of applied research and evaluation projects.

Summary

- **Salary:** Commensurate with experience; Range \$50,000-\$55,000
- **Career Level:** Entry Level
- **Status:** Full Time, Employee
- **Education:** Bachelor's degree in public health or related field required
- **Reports to:** Senior Analyst, Department of Applied Research and Evaluation

Responsibilities

- Works closely with the evaluation project lead, a senior member of the Applied Research and Evaluation Department
- Coordinates data and evaluation-related activities, including administrative details, participant management, scheduling, follow-up, reminders, etc.
- Prepares agendas for and facilitates meetings, documents key decisions, supports follow-up, and manages meeting notes

- Supports development, management and dissemination of key applied research and evaluation documents, including protocols, reports and presentations
- Supports implementation of applied research and evaluation activities, including conducting literature reviews, creation and dissemination of surveys, data cleaning, data quality and analysis, with oversight from senior team members
- Assists in the development and management of project plans (e.g., schedule, deliverables, project status reports) and tracking deliverables, including the management of data collection plans.
- Manages and maintains online data collection platforms (NICHQ's CORAL and others, including REDCap)
- Other duties as assigned

Required Qualifications

- Bachelor's degree in relevant field (i.e. public health, social sciences, statistics)
- 1-2 years previous work experience in health services, social science, or clinical research setting
- **Spanish language fluency is required**
- Experience with statistical software (i.e. REDCap, SPSS, SAS, R, Stata)
- Experience with survey tools preferred (i.e. Alchemer, Qualtrics)
- Proficiency with office systems, computers, and MS Office Suite: Outlook, Word, Excel, PowerPoint
- High level of comfort learning and using software and technology
- Experience in or knowledge of health services or clinical research settings strongly preferred
- Strong communication skills, both oral and written; ability to communicate sensitive information with a variety of stakeholders in a tactful manner
- Ability to multi-task and prioritize, work autonomously, establish timelines and meet deadlines.
- Highly organized and skilled at managing numerous details for more than one project
- Works well in a team environment and is able to generate solutions to issues as they arise

Benefits

We offer a generous benefits package for employees including competitive compensation; paid time off including vacation, sick and holidays; remote work, insurance including medical, dental, vision disability and life; flexible spending accounts, employee assistance programs and commuter benefits.

To Apply

To apply for this employment opportunity, please apply online. If you have trouble accessing the application, please email hr@nichq.org.

[Apply Now](#)

NICHQ is committed to increasing the representation of people from culturally and linguistically diverse backgrounds in our workforce and to value and embrace their skills, perspectives and experiences for the benefit of our mission. NICHQ is an equal opportunity employer; all qualified

applicants will receive consideration for employment without regard to race, color, religion, national origin, gender or gender expression, sexual orientation, age, marital status or disability. NICHQ strongly encourages applications from candidates who identify as BIPOC, LGBTQI, or from any other minoritized group.