



Research Manager

MISSION STATEMENT:

Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

Job Summary: Manages the day-to-day operation of research and data projects including Venture Fund Follow-up, Care 4 therapeutic database, UCLA Study, and support for development requests and government grant reporting.

Essential Duties:

- Work directly with the Chief of Research, Evaluation and Strategy to improve data collection, analysis, and reporting of our client data for internal and external audiences
- Responsible for working with all the departments including case management, employment, education, tattoo removal, mental health, substance, and legal services to ensure accurate, current data on our clients in Care4
- Manage the Venture Fund data collection and follow-up study
- Manage Research Assistant and Follow-up Coordinator to monitor the completeness of data and support staff in data collection and input
- Assist with data collection for government grants and other development efforts including coordinating with our outside evaluation firm, Public Works
- Coordinate the needs of 5-year UCLA study
- Manage outside research requests
- Assist departments in the development of forms, surveys, and other collections tools
- Collect qualitative data in interviews and focus groups when needed

- Analyze data and write summary reports that include tables and charts

Education and or Experience

- 5 years minimum experience in research and evaluation work
- Experience collecting both quantitative and qualitative data
- Experience writing research and evaluation summaries and reports
- Master's degree required
- Mastered basic software including Microsoft Word and advanced skills in Excel
- Ability to utilize statistical software such as SPSS
- Ability to conduct literature reviews
- Excellent written and verbal communication skills
- Ability to research using multiple sources
- Ability to organize both paper and electronic files
- Demonstrates attention to detail and elimination of errors
- Ability to handle multiple assignments

BENEFITS

- Dental, Vision, Medical Benefits
- 401(k)
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, and Accidental
- Pet insurance
- Generous work/ life balance
- 13 Paid Holidays

Homeboy Industries is an Equal Opportunity Employer