



## **MISSION STATEMENT**

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

**Job Title:** Research Assistant

**Reports To:** Research & Data Manager

## **Job Summary**

The Research Assistant reports to the Research & Data Manager and is a member of the Care4 administration team with primary responsibilities for compiling and cleaning data and tracking measurables across the organization. The Research Assistant will provide support and respond to data requests for the Development Team and to support government grant reporting. The Research Assistant will also coordinate communication and logistics for external research requests under the direction of the Research & Data Manager. The Research Assistant communicates directly with Research & Data Manager to manage and assess data needs and tasks, review data and reports for accuracy, and provide staff with database training.

## **Key Responsibilities**

- Communicate with Research & Data Manager and Development Team to discuss and understand data needs.
- Export and aggregate participant and program data across the organization
- Verify organizational services and participant data and develop an understanding of available historical data.
- Support the Research & Data Manager in monitoring and supporting accurate organizational data; understand and maintain confidentiality of data sources.
- Participate in training and professional development related to organizational data needs.
- Update existing Care4 database and working excel sheets as needed.
- Sort and organize data to review accuracy; clean data as needed.
- Export, compile, and send regular reports to program leads based on Care4 data entry.
- Administer, analyze, and report survey results, including quarterly Case Management Surveys and other surveys as needed.

- Assist in the export, cleaning, and sending data or reports for government grants.
- Act as the point of contact for external researchers requesting to do research at Homeboy Industries
- Work with the Research & Data Manager to assess research request capacity and appropriateness.
- Communicate with necessary staff/participants regarding research requests.
- Provide logistical support for researchers requesting space to perform research tasks on site (*This is currently on hold*)
- Other duties as assigned.

### **Qualifications**

- B.A., Statistics/Mathematics, Social Work, or Psychology
- Some experience in Research and/or Data preferred.
- Valid Driver's License
- Detail-oriented person with strong work ethic; organized and problem solver; able to act and react as necessary, even if limited information is available.
- Experience working with individuals of diverse ethnic backgrounds.
- Advanced knowledge of Microsoft Outlook, Word, Excel, and other standard computer applications
- Experience with data analysis programs, such as SPSS, STATA, or R is a plus.
- Good working knowledge of databases, data compilation, and cleaning
- Working knowledge of office equipment and computer hardware and peripheral devices
- Some understanding of IRB processes and protection of research participants
- Fast typing, excellent communication, organizational, and writing skills.
- Ability to handle multiple assignments, follows instructions, and work independently while keeping supervisor informed.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Compensation**

This is a reasonable estimate of the available annual pay scale for this position: **\$22-\$24/hr.** The actual compensation offered may vary depending on qualifications and other factors essential to the performance of duties that has been determined by the hiring authority.

This is a full-time position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.