

GrassROOTS

Community Foundation



Research Assistant
Germantown, Philadelphia

Job Summary:

GrassROOTS Community Foundation (GCF) is seeking Research Assistants who will conduct research for its public health and social action programs in Germantown, Philadelphia. In this role, Research Assistants will be responsible for collecting and inputting both qualitative and quantitative data. Research Assistants will work closely with the Research Directors, Dr. Brian Lawton and Dr. Tamara Leech. Research Assistants will also work closely with Program Staff, girls and their families.

Position Summary/Qualifications:

Primary roles and responsibilities include but are not limited to:

- Collect primary data at research sites in Germantown.
- Input and code data.
- Conduct face to face interviews.
- Complete survey data.
- Observe program activities.
- Communications, Relationship Management and External Partnerships
 - Work collaboratively with GCF, youth, their families and volunteers

Key Qualifications

- Bachelor's degree from an accredited 4-year college or university, master's degree preferred.
- Graduate students in Sociology, Anthropology and Public Health are welcomed.
- A demonstrated passion for working with young urban youth and belief in GCF's mission
- Previous experience working with community organizations
- Superlative analytic, organizational and writing skills
- Ability to effectively communicate with diverse stakeholders (Church, parents, campers, staffers)
- A strong commitment to personal health. Physically active.
- At least 3 years working in an educational setting
- No personal calls or texts unless emergency
- Confidentiality is critical in this role
- Be on time. If late, must provide notification. If late more than an hour without notification will result in employment termination.
- GCF will require a background check and may require a drug screen for this position.

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- GCF will require signed confidentiality agreement.

Additional Information

Hours: 20 hours weekly

Functions: Collect quantitative and qualitative data from women and girls

Industry: Not-for-Profit

Compensation: Competitive/commensurate with experience. GCF is an equal opportunity employer (EEO/AA/M/F/D/V).

Women and people are encouraged to apply.

Pay Schedule: Time sheets must be submitted bi-weekly. Will be paid Tuesdays.

Contact: Dr. Brian Lawton
blawton@grassrootscommunityfoundation.org