

## Research / Evaluation Support Position

### Organizational Summary

The mission of Children's Institute is to equip and support those who work with children to ensure the success of every child. With programs and services that are grounded in research, we build bridges between theory and practice. We transform ideas into proven solutions and turn obstacles into opportunities for success for children and families. Children's Institute partners with community agencies and schools to strengthen the social and emotional health of children in a variety of different ways. We assist with the implementation of evidence-based prevention and early intervention programs; provide a range of trainings, assessments, and services to support those who work with children; and conduct research and evaluation to continuously improve efforts that support children's positive growth and development.

### Position Description and Responsibilities

#### A. Primary Purpose:

Manage project data, maintain databases, conduct statistical analyses, prepare periodic and incidental reports, and assist in the development of assessment and evaluation protocols and measures.

#### B. Major Job Responsibilities:

- Develop/design, manage, and maintain databases as data and information repositories for various projects; troubleshoot and remediate data issues, consult with data control clerks regarding data entry tasks.
- Perform and interpret statistical analyses, prepare reports based on analyses for projects, including measure development, program evaluation, technical reports, and professional research articles.
- In conjunction with other project participants, assist and make recommendations in formulating goals, determining protocols and information gathering methods; devise and implement data collection strategies, maintain ongoing communication with project partners and participants to facilitate timely data collection in compliance with program requirements.
- Perform various information gathering searches for the purpose of literature reviews and researching funding opportunities; other duties as required.

C. Requirements:

- Bachelor's degree with major course work in statistics or other technical field and 1-2 years experience in the analysis and dissemination of information; or an equivalent combination of education and experience.
- Experience with applied statistical analysis.
- Familiarity with statistical software, e.g., SPSS, SAS, STATA.
- Familiarity with database, e.g., Access, and spreadsheet, e.g., Excel, software.

D. Salary and Hiring Plans:

- This position is currently open.
- The position is expected to earn \$35,000 to \$45,000 per year.
- This is a 40 hours per week position with a "temp-to-perm" expected progression in three to six months, depending on the individual's fit and continued program/funding support.

***Interested applicants should forward a cover letter and resume to:***

**Stas Lotyczewski**

*Director of Research and Evaluation*

Children's Institute

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Children's Institute, an Equal Opportunity Employer, will recruit, hire and promote for all positions without regard to disabled veteran, Vietnam Era veteran, or other eligible veteran status, age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, genetic information, marital status, or any other status protected by law.

*EOE Minorities/Females/Protected Veterans/Disabled*