

Position Title: Research & Data Project Specialist

FLSA Classification: Exempt

Reports to: Director of Research & Program Evaluation

Purpose of Position

The Research & Data Project Specialist works closely with Director of Research to implement and manage the work plans for various projects in research. They serve as an internal resource across teams, monitor day-to-day activities of research projects, implementing data collection and Analyses strategies for up-to-date reporting, troubleshooting, and ensuring security and confidentiality of data for girls served in model programming.

Essential Functions

Cross-Team Collaboration:

- Act as an internal resource for programming, communications, advocacy, and operations teams, providing relevant data, prepared reports, and research.

Project Monitoring:

- Monitor research grant deliverables for multiple projects, ensuring timely achievement of project goals.

Data Support:

- Provide research/data support for reports to funders, proposals, presentations, and summary material for both external and internal research requests.

Data Analysis:

- Analyze survey data for girls receiving services, training participants, and research participants.

Presentation Development:

- Develop data presentations, creating tables and graphs, and synthesizing information for various audiences.

Coordination and Communication:

- As directed by the Director of Research & Program Evaluation, collaborate staff feedback on survey development, assessment changes, policies, and practices documentation by:
 - Assist with writing and vetting reports and publications.
 - Coordinate data requests and implement a system to track all outcome data for private and government grants.

Database Management:

- Manage all databases to ensure data is clean and valid.
- Provide training on data collection processes and follow up with program teams for data collection efforts.

Troubleshooting and Reporting:

- Troubleshoot data-related issues and report trends to teams.

- Provide research Technical Assistance (TTA) to interns/fellows as needed.

Secondary Functions:

- Attend and participate in DBWPC events.
- Provide backup support for vetting grant-related data.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge, Skills, and Abilities:

Organizational:

- Understanding of Girl-Centered Principles.
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement.
- Solution-Oriented-Brings possible solutions when presenting obstacles or challenges to supervisor.
- Collaborative-Seeks input and buy-in from girls, teammates and external partners as appropriate.

Individual:

- Advanced skills in project management.
- Ability to prioritize and budget time efficiently to work on multiple projects simultaneously.
- Excellent organizational skills and attention to detail.
- Excellent writing and communication skills.
- Strong analytical and problem-solving skills.
- Ability to work independently with minimal supervision.
- Open to learning girl-centered research inquiry approach.
- Demonstrated experience in using Excel and/or SPSS for data analyses.
- Ability to create charts and table summaries of key data points.
- Experience writing reports (e.g., grant reports).
- Notetaking and synthesizing information (e.g., meeting summary).

Supervisory Responsibility

This position may supervise research interns/fellows and/or research assistant.

Work Environment/Physical Demands

- This position operates primarily in a professional office setting or remotely, as approved.
- This position routinely uses standard office equipment such as computers and phones.
- This position occasionally picks up or moves objects up to 10 lbs.
- This position constantly requires repetitive hand and wrist motions.
- This position requires remaining stationary in a sitting or standing position occasionally.
- This is a highly communicative position, requiring constant communication to exchange messages with staff and occasional communication with partners.

- This position requires a constant ability to assess the level of accuracy, neatness and thoroughness of the work assigned.

Position Type/Expected Hours of Work

This is a full-time position. Typical work hours are Monday through Friday, 9 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Little to no travel is expected for this position.

Required Education and Experience

1. Bachelor's degree
2. Three or more years of professional work experience specific to data entry, management and/or research

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Professional experience in project management and/or research for a non-profit, academic, policy and/or girl-serving organization

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of DBWPC.