

Research in Action seeks

JUNIOR RESEARCH ASSOCIATE

Who We Are:

Research in Action is a Black female-led, multi-racial and gender-diverse social benefit corporation created to reclaim the power of research by centering community expertise and driving actionable solutions for racial justice. Using our Equity in Action model, we elevate community members as project leaders and support them in using their expertise to describe the problem, design the process to understand it and develop and use tools to gather information that gives them the insight to solve the problem – while also growing their power to create change in their communities beyond the project.

Your Role as a Junior Research Associate

The Junior Research Associate will project manage, organize, research, and coordinate two major initiatives at any given time brought in by RIA and one small/medium sized quarterly/yearly project of the employee(s) own generation if applicable or assigned by a Senior Research Associate. The Junior Research Associate will project manage by overseeing relevant project personnel, developing and maintaining a clear timeline, collaboratively collect data, summarize, and finalize written products, and collaboratively lead relevant community action or advisory councils.

The Junior Research Associate must have experience writing up data findings, presenting findings, experience working with the community as co-producers, and experience leading or facilitating community engagement processes. The Junior Research Associate will have previous experience designing and implementing research or evaluations in community settings and be comfortable and skilled working with a variety of project partners and community members.

This role requires a dynamic, creative, and entrepreneurial social researcher with the ability to conceptualize and gather data, work to center the voices and experiences of those community members most impacted by racial injustice, and impart strategies that support racial equity paying close attention to detail and coordination on a small subset of projects. This project leader must have strong facilitation, collaboration, and project management skills.

Work schedule

We recognize that the work we do is intense and challenging, so we *ensure* our staff work no more than 40 hours per week, provide generous paid time off and co-create an environment that explicitly rejects excessive workloads and proactively protects and promotes the overall wellness of our employees.

Location

This position is located in Minneapolis, MN. No relocation assistance is offered. Candidates must be able to meet in-person twice per month with RIA team in Minneapolis.

Compensation

\$48,000-54,000 annually. Salary commensurate with experience. RIA provides medical benefits, a technology stipend, paid national holidays, paid annual Week of Renewal between December 25 and January 2. Three weeks PTO and work-from-home flexibility in the Minneapolis/St. Paul area.

To apply, please include

Copy of completed research paper (published or unpublished), resume, cover letter, two professional references

Application deadline

Applications accepted and reviewed on a rolling basis

All resumes and inquiries sent to

suleimanadan@researchinaction.com



Position Responsibilities

- Coordinate project activities across research personnel (2-3 projects)
- Coordinate advisory committee engagement groups
- Develop data collection tools (i.e., surveys, interview guides, and group data collection processes)
- Administer surveys, interviews, and other data collection with team personnel
- Analyze data with team personnel
- Collaboratively write research memos, literature reviews, and reports
- Any other tasks as assigned to support the community based action research model and approach

Qualifications

Required

- Bachelor's Degree or equivalent experience.
- Excellent interpersonal skills and ability to work collaboratively with others.
- Demonstrated ability to work with a wide variety of constituencies, including academic, government, foundation, and community/nonprofit organizations.
- Experience in writing up data findings.
- Experience collecting and analyzing data.
- Experience managing virtual meeting logistics, preparing agendas, and writing memos.
- Strong written and verbal communication skills.
- Experience in social media outreach or engagement.

Preferred

- Advanced degree
- 2+ years of community based research experience
- Experience conducting/writing literature reviews.
- Experience hosting community listening and feedback sessions.
- Experience with diversity, equity, and inclusion work or strategies.
- Experience with talent recruitment and team management.
- Experience working remotely successfully, references needed.