

Research in Action seeks

LEAD RESEARCH SUPPORT SPECIALIST

Who We Are:

Research in Action is a Black queer 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 Lead Research Support Specialist

The Lead Research Support Specialist has entry level managerial skills overseeing all Research Support Specialists while working on a variety of teams completing cutting edge equity-based research in collaboration with others.

This person plays an integral role in coordinating, executing, and managing tasks throughout the lifecycle of 1-2 engaged research projects with emphasis on concrete deliverables that support that larger project's final goals while working one on one with the Research Support Specialists to troubleshoot challenges, needs, and methodological inquiries. For instance, this team member will be well-versed enough in research process, tools, and protocols to work collaboratively with the Senior Research Associates to assign Research Support Specialists projects based on their skill sets and will create benchmarks of success for the Research Support Specialists that they manage.

This Research Support Specialist will also contribute to one or two projects by conducting interviews, focus groups, or creating and administering surveys, while overseeing the maintenance of records and databases of research results or coding documents, collecting and collating subject information, preparing supplies and materials for research engagements or presentations, performing general project maintenance needs, such as subject outreach and background research, and record keeping.

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 being offered. Candidates must be able to meet in-person twice per month with RIA team in Minneapolis.

Compensation

\$42,000-48,000 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.

Application deadline

Rolling

To apply, please include

Resume; cover letter; writing sample; letter of recommendation

[APPLY HERE](#)

Research in Action prioritizes applicants who are Black, Brown, Indigenous, LGBTQ+ and nonbinary.

Position Responsibilities

The Lead Research Support Specialist will work with either the Junior Research Associate or Senior Research Associate to assign roles and duties and evaluate progress on each project. In addition, this position assists in the performance of engaged research with the following responsibilities and duties:

- Manage the master schedule of RIA Research Support Specialist tasks and duties.
- Meet weekly with RIA Research Support Specialists as a team to troubleshoot challenges or concerns.
- Conduct literature reviews on topics and synthesize material in the form of bibliographies, abstracts, reports, according to instructions.
- Complete fact and citation checks on research reports, website content and other front facing publications
- Assist in data entry and compiling results.
- Tabulate and/or maintain collected data by means of coding or organizing data into tables or graphs.
- Produce visual representations of results and findings (tables, graphs, etc.).
- Assist with routine meeting logistics, take detailed minutes, organize project files, and track important project deadlines when necessary.
- Assist with clerical tasks, information requests, registration, and photocopying, when necessary.
- Assist with stakeholder engagement and outreach.
- Prepare presentations for community partners and help finalize written products.
- Draft sections of literature reviews and reports.
- Occasional translations of materials from English to Spanish and vice versa if applicable.
- Monitor shared inbox and ensure that the appropriate team member has responded to all email communications.

Qualifications

Required

- Bachelor's Degree or equivalent experience.
- 2+ years of management experience.
- Experience supporting and evaluating team member progress.
- Experience conducting / writing literature reviews.
- Experience with data entry and compiling results.
- Excellent interpersonal skills and ability to work collaboratively.
- Experience in writing up data findings.
- Experience collecting qualitative data and analyzing data with direction.
- Strong written and verbal communication skills.

Preferred

- Experience with diversity, equity, and inclusion work or strategies.
- Experience working remotely successfully, referenced needed