

Research in Action seeks

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 a Research Support Specialist

The Research Support Specialist works on a variety of teams completing cutting edge equity based research in collaboration with others. The Research Support Specialist plays an integral role in coordinating, executing, and managing tasks throughout the lifecycle of 2-3 engaged research projects with emphasis on concrete deliverables that support that larger project's final goals. For instance, this team member might conduct interviews, focus groups, or create and administer surveys, maintain records and databases of research results or coding documents, collect and collate subject information, prepare supplies and materials for research engagements or presentations, perform general project maintenance needs such as subject outreach and background research, and record keeping.

We seek someone who will not only efficiently execute and deliver on tasks assigned to them, but someone who proactively seeks out opportunities to support team members when their loads are low as well as seeks opportunities to grow and learn new skills to support the organization and all projects excel. This person must also have strong time management and prioritization skills with the ability to ask for help directly and lean into challenging tasks with the willingness to learn.

The Research Support Specialist takes project based directives from the Equity in Action Junior Research Associate or a Equity in Action Senior Research Associate, as well as guidance and oversight support from the Lead Research Support Specialist whose partial role is to ensure Research Support Specialists are able to work efficiently and effectively across projects.

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

\$38,000-42,000 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

This position assists in the performance of engaged research with the following responsibilities and duties:

- 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.

Qualifications

Required

- Bachelor's Degree or equivalent experience.
- 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.
- Strong time management and prioritization skills.

Preferred

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