

Position Title: Research Coordinator

C4 Innovations (C4) is a woman-owned, mission-driven small business that advances recovery, wellness, and housing stability for people who are marginalized. We are committed to reducing disparities and achieving equitable outcomes. We partner with service organizations, communities, and systems to develop and implement research-based solutions that are person-centered, recovery-oriented, and trauma informed.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a Research Coordinator to support various research-related projects and tasks. This position will also work with management to define program goals and fiscal objectives.

Responsibilities:

- Assist with general and academic research, including providing coordination and administrative support, conducting literature searches and developing written syntheses, conducting participant recruitment, protocol development, collecting and analyzing data, and preparing summaries and reports.
- With supervision, lead development of content and materials for trainings, technical assistance events, research projects, workshops, and conferences.
- Manage research project budgets by supporting fiscal tracking processes under the supervision of senior staff.
- Conduct and report on field research, including interviews, focus groups, and community events. This may require travel within the U.S.
- Assist in the preparation and conduct of presentations.
- Support or oversee the coordination of conference calls and/or travel arrangements.
- Write, review, and submit business correspondence and project reports.
- Assist in the development of materials for bids, proposals, and other fundraising activities.
- Other duties as assigned.

Requirements:

- Bachelor's degree and at least 3 years experience relevant to this position or equivalent background with 5 years' experience.
- Familiarity with homelessness, poverty, mental health, human services, and related issues.
- Experience with conducting comprehensive and systematic literature reviews.
- Familiarity with research methodology and research design.
- Basic knowledge in biostatistics and epidemiology.
- Excellent expository writing skills.
- Excellent organizational and time management skills.
- Ability to meet assigned deadlines.
- Excellent communication and interpersonal skills with a customer service focus.
- Ability to proactively act and operate with minimal daily direction from manager to accomplish objectives.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.

Location: C4 Innovations' main office is in Needham, Massachusetts. We also have employees living across the U.S. The position is a Massachusetts-based position.

To apply, please send a cover letter, salary requirements, and resume with "Research Coordinator" in the subject line to Human Resources at apply@c4innovates.com.

