

Position Title: Research Assistant

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 Assistant (RA) to provide research and administrative support to project teams and leaders.

Responsibilities:

- Work with coordinator and manager to provide administrative support across research projects, including recruitment, background research, protocol development and administration, data collection and analysis, and management of Institutional Review Board (IRB) communications and applications.
- Assist with general and academic research, including gathering and analyzing data, conducting literature searches; and preparing literature reviews, summaries, and reports with close editorial supervision.
- Conduct literature reviews and develop written syntheses with close editorial supervision.
- Conduct and report on field research, including interviews, focus groups, and community events with guidance from other staff. This may require travel within the U.S.
- Assist in the preparation and construction of presentations.
- Provide administrative support to project staff, including scheduling conference calls, meetings, and travel; coordinating communication among project teams; supporting a range of project management functions; keeping the information on and coordinating online meeting rooms/webinars; and assisting with travel reimbursement and contracts.
- Write business correspondence and project reports with close editorial supervision.
- Participate in proposal preparation by providing support, formatting documents, tracking deadlines and delivery schedules, and assembling materials.
- Other duties as assigned.

Requirements:

- Bachelor's or Master's degree in social sciences, human services, research/evaluation, or related fields, or 2 years' experience relevant to the job. Five years' experience relevant to the job preferred.
- 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.
- Familiarity with statistical methods and software.
- 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 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 Assistant" in the subject line to Human Resources at apply@c4innovates.com.

