



## Job Description: Bilingual Research and Evaluation Assistant

### About the Job

---

**Position Title:** Bilingual Research and Evaluation Assistant

**Location:** Palm Desert, CA – Hybrid

**Position:** Full-time (1 FTE)

**Reports to:** Director of Research and Evaluation, Dr. Cassaundra Leier

**Description:** This Research Assistant supports the Director of Research and Evaluation to design and implement a wide range of applied social science research and with sharing that research with the community. They will be expected to collect data using a variety of methods, write up reports, and assist with publicizing HARC's services. Publicizing HARC's research will be a large focus of this role, including creating digital content, posting on social media, and any other approach for bridging the gap between our work and our community. This Research Assistant will be expected to interact with clients, community members, and the public (e.g., networking, attending meetings, collecting data in-person, etc.). Because HARC is a small team, this Research Assistant may also have other duties as assigned, such as updating the website, public speaking, administrative tasks, data entry, and data analysis, etc.

#### Primary Responsibilities:

- Content creation including social media, marketing materials, infographics, etc.
- Help publicize HARC's work/marketing HARC's research and evaluation services via traditional media, social media, and one-on-one networking
- Collect data for research and evaluation studies utilizing best practices in the field, including but not limited to programming and disseminating online surveys, literature reviews, data entry, conducting interviews and focus groups
- Conduct basic descriptive analyses on data (e.g., mean, median, range, etc.)
- Write research and evaluation reports that accurately summarize findings and are understandable for a lay audience, including narrative, tables, charts, and other data visualization tools as appropriate
- Participate in networking events such as community forums, collaboratives, meetings to represent HARC and to seek out opportunities for new HARC projects-for-hire
- Assist in planning and putting on one to two events per year, including HARC's annual Workplace Wellness event in June, including seeking out sponsorships

## **Schedule**

- HARC is a ROWE workplace: Results Only Work Environment. This means that you are required to be available for internal meetings (typically between 8:30 am to 5:00 pm), meetings with clients, and various networking events; however the rest of the time we depend on you to set your own schedule. As such, flextime/flexplace is strongly encouraged—as long as your work is on-time and high quality, the “where” and “when” you work is not important.
- Occasional weekend, early morning, or evening work may be required for various meetings or networking events (approximately twice per month)

## **Working Conditions:**

- Required to be in the office approximately one day per week, depending on client/project needs; when in office:
  - Shared office environment: an electronic adjustable standing/sitting desk in a large office with two other researchers’ desks
  - Moderate noise level (computers, printers, phone conversations, etc.)
- Can work remotely the rest of the week if desired
- Occasional travel to meet with clients and partners throughout Southern California (primarily Inland Empire, approximately two to three times per month)

## **Compensation**

- Hourly pay ranges from \$22 to \$25/hour, depending on education and experience
- Reimbursement for health insurance, dental insurance, and life insurance for self and family members; up to \$800 per month
- Cell phone/internet allotment of \$100/month
- 401K plan available; company match of up to 4% of annual salary
- Mileage reimbursement matching federal rates
- 12 paid holidays per year
- 18 days of paid time off (PTO) per year – inclusive of sick, vacation, personal days. PTO benefits begin on the first day of employment and are accrued monthly, increases with tenure
- Eligible for bonuses (bonuses have been awarded in four of the past five years)

## **About the Hiring Process**

---

To apply, please send a cover letter and your resume to Dr. Jenna LeComte-Hinely at [jlecomte-hinely@HARCdata.org](mailto:jlecomte-hinely@HARCdata.org).

Qualified applicants will be invited to a preliminary Zoom interview within a month. The top three to five candidates will then be invited to an in-person interview at the HARC offices to meet the staff and complete several skills tests. We hope to have this bilingual Research Assistant start work between February 15 and March 15, 2023.

## About Our Ideal Candidate

---

### Must-Haves (Required):

- Education: Close to completion (within one year) of a bachelor's degree in psychology, sociology, public health, public policy, anthropology, business, or other similar field
- Language:
  - Fully fluent in English (reading, writing, and speaking)
  - Fully fluent in Spanish (reading, writing, and speaking)
- Knowledge, Skills, and Abilities:
  - Proficient in Microsoft Office (including Word, Excel, PowerPoint)
  - Strong oral and written communication skills
  - Basic understanding of research methods
  - Cultural competency and respect for persons (many clients are LGBTQIA, communities of color, low-income, etc.)
  - Off-the-charts attention to detail, excellent organizational skills
  - Willing and able to learn quickly in a fast-paced environment
  - Experience with social media (Facebook, Twitter, Instagram) and interest/passion for using these platforms
- Personality and Workstyle:
  - Ability to take initiative, work independently, make decisions on your own
  - Ability to manage multiple tasks/projects, prioritize, and meet deadlines
  - Outgoing, confident personality; not afraid to approach strangers to invite them to participate in survey research or to lead a focus group, etc.
  - Passion for serving your community and improving lives
- Other:
  - Valid driver's license, personal auto insurance, and functional personal vehicle to allow for occasional travel within Southern California
  - Familiarity with the Inland Empire community

### Additional Would-Like-to-Haves:

- Education: Already obtained bachelor's degree in psychology, sociology, public health, public policy, anthropology, business, or other similar field
- Knowledge, Skills, and Abilities:
  - Demonstrated knowledge and experience in research and evaluation methods, including developing research tools, collecting data, analyzing data (quantitative and/or qualitative)
  - Proficient in SPSS; ability to perform basic statistical analyses
  - Experience creating infographics (via Canva or Piktochart)
- Personality and Workstyle:
  - Passion for research/evaluation/all things data geeky
  - Passionate and knowledgeable about social determinants of health
- Other:
  - Experience planning and putting on events (e.g., booking venues, recruiting speakers, coordinating schedules, recruiting sponsors, etc.)