



Brazelton Touchpoints Center Evaluation Team Research Coordinator Job Description

Position Overview

The Brazelton Touchpoints Center was founded in 1996 by T. Berry Brazelton, MD, and colleagues and is based in the Division of Developmental Medicine (DDM) at Boston Children's Hospital (BCH), a Harvard Medical School teaching hospital. Together with families, providers and communities, the Brazelton Touchpoints Center develops and applies knowledge of early childhood development to practice and policy through professional and organizational development, evaluation, advocacy and awareness, and serves as a resource for proven practices. BTC is also home to the Office of Head Start and Office of Child Care National Center on Parent, Family, and Community Engagement. Learn more about BTC at www.brazeltontouchpoints.org.

The Brazelton Touchpoints Center (BTC) Research and Evaluation team seeks a Research Coordinator with passionate commitment to BTC's mission to coordinate and support key aspects of evaluation projects including: study design and execution, and writing and presentations of findings. Preference will be given to applicants with strong interest in and experience with data visualization, database management, and qualitative and/or quantitative method and data analysis.

Among the primary responsibilities of the Research Coordinator will be: coordinating daily operations of studies, interfacing with research partners, tracking study data and forms, developing databases and implementing systems for data collection, and supporting the production and dissemination of research and evaluation materials, reports, and other appropriate product materials. The Research Coordinator will report to the Director of Research Operations.

Primary Duties and Responsibilities

1. Coordinates daily operations of research studies. Trains contract personnel in collaboration with Project Director and Principal Investigator. Develops and maintains systems for data collection, tracking, management, and entry.
2. Designs study measures including interviews and surveys.
3. Transcribes interviews and enters and/or supervises entry of qualitative and quantitative data from surveys and other data collection instruments.
4. Develops research protocols in collaboration with the other members of the evaluation team. Assists in preparation of IRB application(s).
5. Develops databases, tracks study data and forms, and implements systems for quantitative and qualitative data analysis. Manages and files qualitative and quantitative data.

6. Conducts and/or coordinates qualitative and/or quantitative data analysis for research and evaluation projects. Develops codebooks and analyzes data using a variety of statistical packages. Codes and analyzes qualitative data. Prepares datasets for both internal and external use.
7. Conducts literature reviews and collaborates in the development of products for dissemination, including evaluation and research reports for funders and participants, articles for journal publication, briefs, monographs, curricula, web-based materials, and posters and presentations for scientific conferences.
8. Assists Project Directors and Principal Investigators in preparing new applications for research funding.

Required and Preferred Knowledge and Skills

1. Bachelor's degree in Psychology, Child Development, Early Childhood Education, Special Education, Public Health, or a closely related field plus at least several years of previous project coordination, data management, and data analysis experience. Master's degree or higher preferred
2. Strong analytical, communication, and writing skills
3. Strong quantitative analysis skills with experience in SPSS, Stata, and/or R
4. Strong organizational skills and attention to detail, as well as the ability to think outside the box.
5. Knowledge of screenings and assessments for children and families
6. Ability to travel up to 25% of time
7. Interest in in-depth, detailed narrative research on child trauma and maltreatment
8. Strong qualitative coding skills
9. Some experience working with tribal communities
10. Proficiency in Word, Excel, and PowerPoint
11. Authorization to work in the United States.

Contact Information

Please send Cover Letter and Resume/CV to Jordan Manchester, Director of Research and Evaluation, Jordan.Manchester@childrens.harvard.edu.

The Brazelton Touchpoints Center and Boston Children's Hospital are Equal Opportunity Employers.