



Brazelton Touchpoints Center Evaluation Team Project Director Job Description

Position Overview

Brazelton Touchpoints Center (BTC) 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, BTC 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.

Brazelton Touchpoints Center's Research and Evaluation team seeks a Project Director / Program Administration Manager with passionate commitment to its mission, to manage key aspects of evaluation team 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 quantitative method and data analysis as well as grant writing. Doctoral degree required.

Among the primary responsibilities of the Project Director / Program Administration Manager will be to lead project teams and oversee daily operations of studies with special attention to: quantitative or mixed model designs and analysis, advising and assisting leadership in setting goals, planning and executing the plan of work for BTC's fee for service, grant funded research and evaluation, and other special projects, and facilitating the production and dissemination of research and evaluation reports and other appropriate product materials. The Project Director / Program Administration Manager will report to the Assistant Director of Research and Evaluation.

Primary Duties and Responsibilities

1. Designs, implements and delivers designated research and evaluation projects. Oversees daily operations of studies with special attention to projects with quantitative or mixed model designs and analyses.
2. Trains personnel in collaboration with Project Directors, Senior Research Coordinator, and Principal Investigators.
3. Oversees and collaborates on the development and implementation of systems for data collection, tracking, management, and entry.

4. Provides decision support to the Director of Research and Evaluation (PI) and other senior management for planning, program development and management of operations, staffing and support services.
5. Advises and assists leadership in setting goals, planning and executing the plan of work for BTC's fee for service and grant funded research and evaluation training, and other special projects. Suggests new approaches and innovative solutions to program challenges/problems.
6. Develops supportive and productive relationships with all staff, faculty, and community partners involved in the design and implementation of research and evaluation activities.
7. Supervises/coordinates research and evaluation activities of all project staff.
8. Oversees and facilitates the production of research and evaluation materials, reports and other appropriate products and materials, and participates in the development of distribution plans for new materials.
9. Manages and oversees the development, implementation, and evaluation of designated special initiatives. Provides selected subject matter expertise to special initiatives and other core BTC activities including training and technical assistance initiatives related to the National Center on Parent, Family, and Community Engagement; Touchpoints Approach; Family Connections; Newborn Behavior Observation.
10. Designs and evaluates currently available study measures including interviews and surveys.
11. Develops research protocols in collaboration with the other members of the evaluation team. Prepares IRB application(s).
12. Conducts and/or coordinates qualitative and/or quantitative data analysis for research and evaluation projects. Analyzes quantitative and/or qualitative data using a variety of statistical packages.
13. Develops and/or oversees the development of databases and the implementation of systems for data analysis. Collaborates in qualitative and quantitative data management. Collaborates in preparing datasets for external use.
14. Collaborates in developing products including evaluation/research reports for funders and study participants, articles for journal publication, briefs, monographs, curricula, and web-based materials. Collaborates in developing presentations for meetings and conferences. Conducts literature reviews.
15. Assists Principal Investigators in preparing new applications for research funding.

Required and Preferred Knowledge and Skills

1. Doctoral degree in Psychology, Child Development, Early Childhood Education, Special Education, Public Health, or a closely related field, plus several years of previous project coordination, data management, and quantitative data analysis experience.
2. Proven experience and knowledge sufficient to oversee the design and implementation of special research and evaluation initiatives.
3. Strong analytical (particularly quantitative), communication, and writing skills. Strong quantitative skills preferred.
4. Ability to work with, manage, mentor, and lead personnel.
5. Well-developed verbal communication skills; demonstrated ability to effectively deal with conflicting views or issues and mediate fair solutions; well-developed writing skills.
6. Strong organizational skills and timeliness appropriate to the management of tasks, accountability, and breadth and depth of national work. High level of attention to detail.
7. Some knowledge of grant writing and renewal process and related concepts.

8. A level of professional maturity, judgment, and decisiveness to motivate colleagues and inspire confidence.
9. Ability and willingness to travel.
10. Proficiency in Word, Excel, and PowerPoint and quantitative statistical software (e.g., SAS, SPSS, etc).
11. Authorization to work in the United States.

Contact Information

Qualified candidates should send a cover letter and resume/CV via email to: Elisa Vele-Tabaddor, Assistant Director, Research and Evaluation (elisa.vele-tabaddor@childrens.harvard.edu)

Boston Children's Hospital offers competitive compensation and benefits, affordable health, vision and dental insurance, 403(b) Retirement Savings plan, Pension, Tuition Reimbursement, cell phone plan discounts and discounted rates on T-passes (50% off).

Boston Children's Hospital is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.

Status: Full Time

Shift: Day

Schedule: Mon-Fri

Standard Hours per Week: 40

Location: Boston, MA