



Brazelton Touchpoints Center Evaluation Team Research Assistant Job Description

Opportunity Overview

Brazelton Touchpoints Center (BTC) at Boston Children's Hospital seeks a qualified candidate for an immediate opening as a Research Assistant in their Research and Evaluation unit. This entry-level, full-time position is based in Boston, MA. The hands-on position will contribute to all aspects of the applied research and evaluation process and will provide an opportunity to make valuable contributions to a variety of projects while serving as a valued member of the research and evaluation team.

If selected, you'll be part of our mission to support families and children, with an emphasis on children birth to age 8 years. You will be an essential member of several teams working on applied research and evaluation projects for clients across the country from a range of disciplines, including but not limited to policy development and practice, social services, early care, and education, Tribal and Indigenous communities, education, home visiting, mental health, and/or pediatric health care. All of the applied research and evaluation work at BTC begins with the community participatory research philosophy and a strong emphasis on building ongoing collaborative partnerships with our programs and community collaborators. BTC's multidisciplinary faculty and staff will provide strong mentorship as you learn about policy and practice areas and develop professional skills in qualitative and quantitative research and evaluation methods, data collection, analytic reasoning, verbal and written communication, data visualization, and project management.

This position is an excellent fit for those individuals seeking community research and evaluation experience or a stepping stone for graduate school. Past Research Assistants have gone on to earn Master Degrees and Doctorates in the field of clinical or developmental psychology, social work, education, family studies, advanced nursing practice, statistics, and public health, at institutions such as Harvard University, Oxford University, Georgetown University, Michigan State University, University of Texas, Ohio State, and Tufts University.

Organization Overview

BTC is a mission-driven organization that offers a dynamic, team-oriented atmosphere. The organization is a leader in community research and professional development related to parent, family, and community engagement and community systems building in the US and internationally. BTC was founded over twenty years ago by renowned pediatrician Dr. T. Berry Brazelton. It is housed in the Division of Developmental Medicine at Boston Children's Hospital; a Harvard Medical School teaching hospital ranked #1 in the world for pediatric health

and care. BTC develops and applies knowledge of early childhood development and family well-being to practice and policy through professional and organizational development.

The BTC research and evaluation team partners with organizations and communities to build their capacity and strengthen systems that support the healthy development of young children and families – whatever their life circumstances, challenges, and resources may be. For more information about the center, please visit www.brazeltontouchpoints.org.

Equity, Diversity & Inclusion

At BTC, we are committed to creating a lasting culture of equity, inclusiveness, and belonging. Our ongoing commitment is focused on creating practices that advance racial and social equity, investments in community impact programs for the benefit of Black, Indigenous, and people of color (BIPOC), and expand upon project work related to racial equity and social justice. We engage in reflective practices to enhance equitable outcomes and reduce bias, discrimination, and prejudice in our partnerships with each other and the children, families, and communities we have the honor to serve. While we still have much work to do, we know that the path to racial and cultural equity is a journey – it is one that we embrace fully. The Brazelton Touchpoints Center is committed to creating learning and growth opportunities through collaborative, strengths-based, culturally-affirming approaches within its own organization and in its partnerships with all others.

Research Assistant Position

Duties and Responsibilities

- Support a range of diverse research partners in implementing research and evaluation activities
- Support the development of research protocols and data collection tools
- Assist in the development of data sets for analyses
- Collect, code, and manage qualitative data
- Conduct both quantitative and qualitative analyses under the guidance of senior staff members and mentors.
- Support the interpretation and reporting of applied research findings
- Troubleshoot, solve problems, and communicate solutions to project stakeholders.
- Collaborate with other team members to further applied research initiatives
- Support the dissemination of applied research findings broadly, including academic journals
- Conduct literature reviews using internet-based search techniques and research databases
- Provide administrative support to project teams, including assisting with the coordination of presentations, meetings, and conferences
- Participate in meetings with clients and other external partners remotely or in-person to support project activities
- Keep abreast of trends and developments in the field by attending formal training to enhance quantitative/qualitative analysis skills, professional meetings, and in-house professional development activities and events

Successful candidates will have:

- A Bachelor's Degree
- Ability to work well in fast-paced environments and balance the demands of working on multiple projects simultaneously
- Strong interpersonal and collaboration skills
- Strong verbal and written communication skills
- Attention to detail and the ability to multitask
- Computer skills, especially with the Microsoft Office Suite and EXCEL
- Solution-focused problem solving and creative thinking skills
- Discretion with sensitive material and communications
- Good work ethic and motivation to be a self-starter
- Interest in supporting families and their young children facing adversity
- Statistical ability and beginning knowledge of statistical software such as SPSS and STATA, a plus

Applicants must also have authorization to work in the United States.

Benefits:

Consistent with our belief that our employees are our most valuable resource, Children's Hospital offers a competitive and inclusive benefits package that includes:

- Medical, dental, and vision insurance; dependents and domestic partners eligible
- Retirement plan with company contributions
- Paid time off/sick time
- Wellness program
- Tuition reimbursement benefits

COVID-19 considerations:

To keep our staff as safe as possible, we are currently working remotely. The decision to return to our offices in Boston will be made based on recommendations from the MA Department of Public Health under the direction of the Governor of MA.

Contact Information

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