



## **Brazelton Touchpoints Center Evaluation Team Research Coordinator Job Description**

### **Opportunity Overview**

Brazelton Touchpoints Center (BTC) at Boston Children's Hospital seeks a qualified candidate for an immediate, full-time position as Research Coordinator in their Research and Evaluation unit (Boston, MA). The Research Coordinator contributes to all aspects of the applied research and evaluation process and will make valuable contributions across a variety of projects.

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. If selected, you will help advance our mission of examining and understanding the pathways to well-being for all children and families, especially during the developmental years of birth through age eight. You will be an essential member of a multidisciplinary team working on applied research and evaluation projects with 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.

The applied research and evaluation work at BTC is grounded in a community participatory research philosophy with a strong emphasis on ongoing collaborative partnerships with programs and communities. BTC's multidisciplinary faculty and staff is committed to strong mentorship and supervision for its staff. You will learn about policy and practice and gain qualitative and quantitative research and evaluation skills related to methodology, data collection, analytic reasoning, and data visualization. In this role, you will also have the opportunity to develop verbal and written communication and project management skills.

This position is an excellent fit for individuals seeking a career in community research and evaluation, or those looking to build their professional confidence, knowledge and skills in the field of research and evaluation, policy and/or practice in order to further their education and continue onto graduate school/training. Past Research Coordinators have gone on to earn 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. For more information about the center, please visit [www.brazeltontouchpoints.org](http://www.brazeltontouchpoints.org).

## **Equity, Diversity & Inclusion**

At BTC, we are committed to creating a lasting community of equity, inclusiveness, and belonging. Our ongoing commitment is focused on creating practices that advance racial and social equity 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 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 Coordinator Position**

### **Duties and Responsibilities**

- Support and coordinate with a range of diverse research partners to implement research and evaluation activities
- Coordinate and execute the development of research protocols and data collection tools
- Develop and synthesize data sets for analyses
- Collect, manage, and code, qualitative data
- Conduct both quantitative and qualitative analyses under the guidance of senior staff members and mentors.
- Synthesize and contribute to 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
- Contribute to and support the dissemination of applied research findings broadly, including memos, reports, academic journals and practice papers
- 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
- Coordinate, lead and/or 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, content related professional development, and in-house professional development activities and events
- Collaborate with team members to seek and prepare new and/or extension applications for research funding.

### **Successful candidates will have:**

- A Master's Degree in child development, psychology, public health, early childhood education or related field
- Ability to work well in fast-paced environments and balance the demands of working on multiple projects simultaneously
- Leadership initiative
- 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
- Commitment to understanding and working towards equity, inclusiveness and a sense of belonging in our organization and to embracing principles of equity, diversity, inclusiveness in your work

- 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
- Foundational course work in research design and measurement
- Foundational experience in participating in research or evaluation projects.

**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.

**BIPOC and diverse candidates strongly encouraged to apply**

BCH 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

**Contact Information**

Please apply for this position directly through Boston Children's Hospital career site at <https://es.childrenshospital.org/career-opportunities>. To find this specific position, please use the following directions: Search Jobs>Advanced Search> Type 62030BR into the AutoReqId section>Search.