



Brazelton Touchpoints Center Evaluation Team

Administrative Associate Job Description

Opportunity Overview:

Brazelton Touchpoints Center (BTC) at Boston Children's Hospital seeks a qualified candidate for an immediate, full-time, or part-time (32 hours/wk) position as an Administrative Associate in their Research and Evaluation unit (Boston, MA). The Administrative Associate contributes to the operations of the 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 infants, children, and families – whatever their life circumstances, challenges, and resources may be. If selected, you will coordinate and execute communication with partners and funders across a variety of sectors, including but not limited to social services, early care, and education, Tribal and Indigenous communities, education, home visiting, mental health, and/or pediatric health care. You will be an essential member of a multidisciplinary team working collaboratively across the Brazelton Touchpoints Center, the Division of Developmental Medicine, and Boston Children's hospital departments. You will be responsible for providing administrative support to ensure efficient operation of the Research and Evaluation team including managing complex schedules, helping to meet deadlines, supporting projects activities and initiatives, assisting with grant development and contracting, managing budgetary information, and non-personnel equipment and software.

BTC's multidisciplinary staff are committed to strong mentorship and supervision for its team members. You will learn about range of projects that support community capacity building and the well-being of families and children. In this role, you will also have the opportunity to develop verbal and written communication and management skills.

This position is an excellent fit for individuals seeking a career in social service administration, communication, psychology, human/child development, public health, community research and evaluation, or those looking to build their professional confidence and use their experience in a clerical and administrative management capacity.

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.

Equity, Diversity, Inclusion, Belonging, and Access.

At BTC, we are dedicated to creating a lasting community in which equity, diversity, inclusion, belonging, and access thrive. We engage in reflective practices to enhance equitable processes and outcomes, and to reduce bias - including our own. At BTC, we come alongside and learn with the infants, children, families, and communities that we have the honor of working with. While we still have much work to do, we see the path to racial equity and justice as a journey - one that we have wholeheartedly embarked on. 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.

Administrative Associate

Duties and Responsibilities

- Support professional staff and partner relationships; welcome, greet, and manage the participation of office guests and events. Interact with partners as directed/required.
- Assist and coordinate with administrative duties (e.g., faxing, printing, copying, and collating; monitoring equipment and software purchases and use)
- Support development, maintenance and tracking of multiple, complex calendars for team members and partner meetings
- Plan, schedule, coordinate, and determine priority status for appointments, meetings, and other office –related events across Research and Evaluation, and BTC as appropriate.
- Make travel arrangements for Research and Evaluation staff; prepare itineraries and maintain travel vouchers, records and reimbursement (subject to travel regulations) and provide summative information related to travel for budgeting and grant development
- Maintain various filing and records management systems; establish, organize, and manage HIPAA secure data holding systems, grant writing materials and resources, Research and Evaluation storage systems
- Manage non-personnel purchases and invoicing including databases, equipment, and translation and transcription services.
- Monitor and maintain office equipment and supplies inventory and oversee installation, and appropriate functioning of software systems and technology including statistical and coding packages for selected staff.
- Supporting document preparation requiring stylized formats, lettering, or graphics. Proofread and copy edit materials and documents prepared for external release.
- Assist in grant identification and tracking. Coordinate across BTC to support proposal management and monitoring of submissions. Support grant and contract follow up and grant close out. Manage record keeping and tracking related to current grants and contracts.
- Assists with daily operations of clinical and community research studies including supporting database development, data entry codebook development and simple data analyses.
- Review, summarize, and distribute weekly work plans and coordinate scheduling for reporting across projects for Project Leads.
- Create monthly reports of time allocations for funder tracking and reporting. Collects, summarizes, and creates reports hospital Divisions/Departments and for the BTC Board upon request.
- Maintain library of reference books, journals, slides, films, and other materials using Mendeley. Conduct literature searches upon request.

Successful candidates will have:

- Ability to work well in fast-paced environments
- Strong planning and time management skills
- Attention to detail and the ability to multitask
- Leadership initiative
- Strong interpersonal and collaboration skills
- Strong verbal and written communication skills
- Ability to employ anti-racist practices and principles
- Computer skills, especially with the Microsoft Office Suite, Adobe Acrobat, EXCEL, and basic internet applications
- 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, inclusion and a sense of belonging in our organization and to embracing principles of equity, inclusion, diversity, and belonging in your work and with others across BTC, the Division of Developmental Medicine, and Boston Children’s Hospital.
- Dedication to the mission of BTC
- Previous knowledge and experience with calendar maintenance, event and travel planning, document formatting, copy editing, and technical assistance preferred.
- Experience with citation tools like Mendeley, EndNote, and Ref works a plus
- Familiarity with desktop Publishing software, data visualization tools and multimedia platforms/tools a plus
- Familiarity with child psychology, child development, or family studies 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

Please note: During a public health emergency, individuals in this role may be expected to take on additional duties to respond to organizational needs.

Boston Children’s Hospital requires all employees to be vaccinated against COVID-19 and Flu, (unless you are eligible for a medical or religious exemption).

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.

Contact Information

You may apply for this position directly through Boston Children’s Hospital career site at

<https://www.childrenshospital.org/career-opportunities>. To find this position, please follow these directions: Select Search Jobs > Type “Brazelton” into the keywords section.