



**Brazelton Touchpoints Center Evaluation Team  
Clinical Research Assistant II/Research Assistant II Job Description**

**Opportunity Overview**

Brazelton Touchpoints Center (BTC) at Boston Children’s Hospital seeks a qualified candidate for an immediate opening as a Clinical Research Assistant/Research Assistant II in their Research and Evaluation unit. This full-time, hybrid position is based in Boston, MA; regular in-office presence is required. The hands-on position will contribute to all aspects of the applied research and evaluation processes and perform cross-project coordination for the Research and Evaluation unit.

The BTC Research and Evaluation unit 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 be part of our mission to support families and children, with an emphasis on children birth to age 8 years and serve as an essential team member working on applied research and evaluation from a range of disciplines. Topics of our evaluations include policy development and practice, social services, early care, nation building in Tribal and Indigenous communities, education, home visiting, mental health, and/or pediatric health care. All 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.

This hands-on position will contribute to all aspects of the applied research and evaluation processes and perform cross-project coordination for the Research and Evaluation unit. BTC staff will provide mentorship to develop skills in administrative & communication support services, qualitative/quantitative research methods, data collection, analytic reasoning, verbal/written communication, data visualization, project management & grants development. This position is an excellent fit for those individuals with administrative experience and/or research assistant experience who are interested in community research and evaluation. The position is an excellent career path related to research and grant administration.

**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 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.

### **Responsibilities**

- Assist with daily operations of research activities; data collection, data entry, dataset development, management and analyses of quantitative/qualitative data, grant development, contracts & record-keeping.
- Engage in strong collaborative, relational partnerships with internal and external team members and project partners to support applied research initiatives, streamline team processes and facilitate communication.
- Provide administrative support for research initiatives and the Research and Evaluation unit including assisting with the coordination of presentations, meetings, conferences, travel, equipment and software.
- Support the development and implementation of project management tools and tracking systems to ensure coordinated efforts across the Research and Evaluation unit including calendar maintenance, filing and records management systems, HIPAA secure data holding systems, grant writing materials, expenses, and invoicing.
- Support the interpretation and reporting of research findings.
- Conduct literature reviews using internet-based search techniques and research databases; maintain library of reference books, journals, and other materials.
- 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, with 1-2 years of administrative or administrative research experience.
- Flexibility to adapt to changing conditions, priorities and deadlines and managing multiple tasks under strict timelines.
- Demonstrated ability to support multiple functional groups independently and as part of a team.
- Strong planning and time management skills; self-starter.
- Strong interpersonal and collaboration skills.
- Strong verbal and written communication skills and ability to develop and implement strategies to effectively communicate with multiple audiences.
- Attention to detail and strong organizational skills.
- Solution-focused problem solving and creative thinking skills.
- Computer software skills, including Microsoft Office Suite, Adobe Acrobat, EXCEL, and basic internet applications.
- Proven proficiency with calendar maintenance, event and travel planning, document formatting, copy editing, and technical assistance.
- Interest in supporting families and their young children facing adversity.
- Bilingual in English/Spanish, a plus.
- Introductory statistical ability and beginning knowledge of statistical software such as SPSS, R, and STATA, a plus.
- Familiarity with publishing software, data visualization, and multimedia tools, a plus.
- Experience with citation tools like Mendeley, EndNote, and Ref works, a plus.

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

**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 > Select Clinical Research Assistant II.

Boston Children’s Hospital offers competitive compensation and unmatched benefits including flexible schedules, affordable health, vision and dental insurance, childcare and student loan subsidies, generous levels of time off, 403(b) Retirement Savings plan, Pension, Tuition and certain License and Certification Reimbursement, cell phone plan discounts and discounted rates on T-passes. Experience the benefits of passion and teamwork.

**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.