



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

### **Opportunity Overview**

The Brazelton Touchpoints Center (BTC) at Boston Children's Hospital seeks a qualified candidate for an immediate opening as a Clinical Research Assistant/Research Assistant I in their Research and Evaluation unit. This entry-level 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 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.

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 from 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 process. BTC staff will provide mentorship to develop skills in qualitative/quantitative research methods, data collection, analytic reasoning, verbal/written communication, and data visualization. This position is an excellent fit for those individuals seeking community research and evaluation experience.

### **Organization Overview**

The Brazelton Touchpoints Center (BTC) provides professional and leadership development, organizational learning and change, and research and evaluation for family-facing professionals in pediatrics, early childhood, infant mental health, children's libraries and museums, home visiting, and child welfare. BTC is home to the Touchpoints Approach, the Brazelton Institute (the Newborn Behavioral Observations system and the Neonatal Behavioral Assessment Scale), the Indigenous Early Learning Collaborative Institute, the Family-to-Family Real Talk Series, and the BTC Research and Evaluation team. At BTC, we are dedicated to creating a lasting community in which equity, diversity, inclusion, belonging, and antiracism thrive.

For more information about the center, please visit [www.brazeltontouchpoints.org](http://www.brazeltontouchpoints.org).

## **Equity, Diversity, Inclusion, Belonging & Antiracism Statement**

At BTC, we are dedicated to creating a lasting community in which equity, diversity, inclusion, belonging, and antiracism 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. BTC is committed to creating equitable and inclusive opportunities for learning and growth through collaborative, strengths-based, culturally-affirming approaches within our organization and in our partnerships with all others.

## **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 in 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.
- Flexibility to adapt to changing conditions, priorities, and deadlines and manage multiple tasks under strict timelines.
- Strong interpersonal and collaboration skills.
- Strong verbal and written communication skills.
- Attention to detail and strong organizational skills.
- Demonstrated ability to support multiple functional groups independently and as part of a team.
- Solution-focused problem solving and creative thinking skills.
- Good work ethic and motivation to be self-starter.
- Computer software skills, including Microsoft Office Suite, Adobe Acrobat, EXCEL, and basic internet applications.
- Discretion with sensitive material and communications.

- 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 are 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 I.

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.