

## **Bilingual Research Specialist**

**Reports to:** Director of Clinical Research

**Positions Status:** Full Time, Non-Exempt

Founded in 1920, Momentous Institute is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Comprehensive therapeutic services annually offered to over 5,500 children and family members focus on building and repairing social emotional health so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

### **Professional Responsibilities:**

- Responsible for data collection with Spanish-speaking clients.
- Provides administrative support to Momentous Institute research projects at Harry Hines and Oak Cliff campuses.
- Works collaboratively with clinical research team members and administrative support team to ensure streamlined research collection process.
- May recruit or oversee recruitment of Spanish-speaking Momentous Institute families for research projects.
- Works collaboratively with the Research Psychologists to ensure research process is uniform across campuses and in the community and the administrative team has the necessary materials.
- Consults with co-investigators on appropriate management of participant concerns and research process problems.
- Completes data entry for ends policies and research projects.
- Completes administrative tasks within appropriate time lines.
- Actively participates on the research team.
- Exhibits Momentous Institute's core values: respectfulness, stewardship, innovation, collaboration and hope.
- Performs other duties as assigned by Director of Clinical Research.

### **Professional Qualifications:**

- High School Diploma and at least two years of related work experience. Bachelor's Degree and at least two years of related work experience preferred.

- Strong verbal and written communication and interpersonal skills.
- Solid computer skills necessary, including experience with Microsoft Word and Excel.
- Able to work with clients and colleagues of diverse ethnic and socioeconomic backgrounds.
- Strong attention to detail, critical thinking and problem solving are required.
- Willing to work flexible hours to accommodate evening work.
- Bilingual (Spanish/English) required.

**Desired personal qualities:**

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

**Interested:**

- Applications are currently being accepted and the position will remain open until filled.  
Please send letter of interest and resume to:  
**Christina Wise**  
**Director of Clinical Research**  
[cwise@momentousinstitute.org](mailto:cwise@momentousinstitute.org).
- Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.
- All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

## Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**