

Senior Research Coordinator

Reports to: Director of Research & Evaluation

Position Status: Salary, Non-exempt

[Momentous Institute](#), founded by [Salesmanship Club of Dallas](#) in 1920, exists to build and repair social emotional health with children, families, and communities. Each year, we partner with over 5,500 children and family members through innovative education and mental health services. The organization also invests in research and training, including the annual *Changing the Odds* conference, to reach far more children than could ever be seen directly.

Role:

Momentous Institute is seeking a Senior Research Coordinator with a strong background in qualitative research and/or mixed methods research. The successful candidate will work collaboratively alongside the organization's mental health, education, and innovation and impact teams to understand how and why social emotional health programming helps children to achieve their full potential. We prioritize research — following our students' long-term trajectory and tracking therapy outcomes and parent education. We also conduct evaluation studies of our intensive trainings and innovative approaches to learn, grow and share proven practices and strategies to enhance children's social emotional health.

Responsibilities:

- Coordinate program evaluation and research projects - planning, conducting, and supervising research activities
- Communicate with team members from various other departments and external research partners as required for the implementation of research projects
- Writing and maintaining research protocols and IRB applications
- Assist in report writing, manuscript preparation, and presentations
- Other responsibilities as needed

Required Qualifications:

- Graduate degree in behavioral sciences (e.g., psychology, public health, sociology, anthropology, program evaluation)
- 2+ years of experience in qualitative and/or mixed methods research design and analysis
- Experience in managing human subjects research projects with increasing responsibilities, such as research staff management, maintaining relationship with clients

Preferred Qualifications:

- Spanish/English bilingual highly desirable
- Experience in basic statistical analysis (e.g., descriptive stats, t-tests, regression)

The ideal candidate will exhibit Momentous Institute's core values:

Commitment, Humility, Innovation, Respectfulness, Stewardship

Physical Demands:

- Occasionally ascending or descending stairs
- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles
- Occasionally assessing the accuracy, neatness and thoroughness of the work assigned.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Michiko Otsuki
Director of Research and Evaluation
motsuki@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

Momentous Institute/Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/Salesmanship Club of Dallas 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 |
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| 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. |