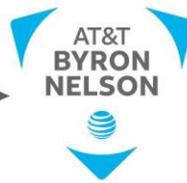




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WHICH BENEFITS



Senior Research Coordinator

Reports to: Director of Research & Evaluation

Position Status: Salary, 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.

Role:

Momentous Institute is seeking a Sr. 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 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:

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

Preferred Qualifications:

- Experience in basic statistical analysis (e.g., descriptive stats, t-tests, ANOVA)
- Spanish/English bilingual strongly preferred

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

Respectfulness, Commitment, Humility, Innovation, Stewardship

Physical Demands:

- Occasionally ascending or descending ladders, stairs, ramps, and the like.
- 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 & 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 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.