



Research/Admin Assistant

Job Description

Report to: Executive Director

Classification: Part-time/non-Exempt- Temporary 12 month appointment

Salary: \$20.00-\$25.00

Start Date: ASAP

ABOUT PHEI: The Perinatal Health Equity Initiative is a Black female led, 501c3 nonprofit organization dedicated to eliminating disparities in Black infant and maternal health in New Jersey. We do this by providing direct clinical care, advocacy, policy, education, research, and community engagement. We are rooted in Reproductive Justice, Social Justice and anti racist framework designed to create health equity for Black mamas. Our offices are based in East Orange, and Orange, New Jersey and provide support to the surrounding communities.

POSITION SUMMARY: Blended position that includes administrative support to the executive director, board of directors and research support for the Black maternal health research projects. As a research assistant, you will be responsible for providing support to research projects, including data collection, management, analysis, and interpretation. You will also be responsible for developing and implementing research protocols, collaborating with team members, and contributing to the dissemination of research findings. Your primary goal will be to ensure the accuracy and quality of the research output within agreed timelines and project goals.

POSITION RESPONSIBILITIES:

Research

- Assist with coordinating study and oversee research procedures, including but not limited to scheduling and running study participants, telephone screens, in-person or telephone qualitative interviews, co-facilitate focus groups, recruitment activities in various behavioral health and community environments, and tracking/maintaining contact with study participants.
- Attends and takes notes during regular advisory group and team meetings.
- Prepare regulatory reports, IRB materials, study related literature reviews, PowerPoint slides, and graphics/charts/other tabular data presentations
- Assists in the development and delivery of study materials and documents such as recruitment flyers, consent forms, interview guides, etc.
- Collaborates with community-based partners to organize the administration of study procedures; handle all related procedures, e.g., participant recruitment, enrollment, scheduling, data forms, and mailings; discussion group schedules.



- Transcription of recordings from research proceedings and focus groups.
- Assist with recruiting, screening, and consenting of study participants and schedule interviews or focus groups.
- Assist with analyzing qualitative data using software programs such as NVivo or Atlas.ti
- Assist with the provision of training, conference presentations, and writing of manuscripts and reports.
- Provide administrative and technical support.
- Write research memos detailing findings and conclusions.
- Perform related duties & responsibilities as assigned/requested.

Administrative

- Provide email management and support
- Plans, manages, and ensures the executive directors schedule is followed and respected.
- Manage incoming calls, follow-ups, and voicemail
- Schedule speaking engagements and conference presentations
- Follow up and maintain relationships with community partners
- Assist with travel logistics and booking
- Schedule internal and external meetings
- Event planning and management of internal and external events
- Light social media management
- Follow up with donors
- Develop and send out organizational newsletters
- Provide general administrative duties including
- Provide support the Board as needed
- Coordinate and schedule internal and external classes
- General office duties filing, copying, and faxing

QUALIFICATIONS & REQUIREMENTS

- Highly developed experience working with reproductive health, rights, or justice movements and a demonstrated commitment to women's rights and racial justice is required.
- Bachelor's degree in a relevant field (e.g., psychology, sociology, anthropology) required; Master's degree preferred, students will be considered.
- Proven experience of at least two years in qualitative research design, data collection, data analysis, and presentation of findings
- Strong communication skills, both verbal and written/editing
- Ability to multitask effectively, including having good planning and organizing skills, self-motivated, and ability to work with guidance but regularly independently is required.
- Excellent organizational skills and attention to detail
- Proficient in G-Suite and Microsoft Office, Canva, other online productive platforms. Quick to learn new platforms.



- Ability to work independently and as part of a team
- Strong initiative and follow-through, the capacity to think creatively and strategically.
- Fluency in English

**UPHOLDS THE PHILOSOPHY OF THE PERINATAL HEALTH EQUITY INITIATIVE
BY:**

- Belief in the mission and vision of PHEI and commitment to eliminate inequities in Black infant and maternal health
- Communicating questions about work assignments or deadlines with supervisors or appropriate team members.
- Demonstrated commitment to and experience working in reproductive justice, social justice, and racial equality centering communities of color in their approach to work.
- Breastmilk/human milk is the preferred feeding source for most infants
- Completion of projects and work assignments by assigned deadlines.
- Maintaining a high degree of professional ethics, which includes confidentiality of all client donor, volunteer & employee information, business strategies, etc.
- Utilizing work time efficiently and with integrity
- Contributing to self-development and professional growth by seeking opportunities to learn through journals, seminars, or special programs.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name (print)

Employee Signature

Date: