POSITION DESCRIPTION

JOB TITLE: RESEARCH ASSISTANT
STATUS: Non-Exempt
REPORTS TO: Directors Veena Pankaj & Johanna Morariu
SUPERVISES: N/A
REVISED: May 2016

POSITION SUMMARY
The Research Assistant will be part of the Innovation Network consulting team, working closely with other members of the team and providing support in a variety of areas including research and analysis, data collection, and administrative support. This is a one year position with the potential for ongoing employment.

Innovation Network is a national research and evaluation consulting firm. We work with funders and nonprofits across the country to design evaluations, collect data, learn, and improve. Many of our clients work in the areas of health promotion and social justice, lending to the development and use of creative qualitative and quantitative frameworks and methods to collect data and understand trends. Our team is highly collaborative; you will work in project teams of three to five people. This position affords the opportunity to become immersed in the social sector, learning about its history, funder-grantee dynamics, key players, and emerging issues. Our work is also rooted in the evaluation community, and will provide insight to evaluation theory and cutting edge evaluation practice, such as in the areas of advocacy and social movement evaluation. You will also be exposed to a consulting approach and may develop consulting experience such as project management, client relationship development, and new business development. Working with Innovation Network will put you in a position to simultaneously develop your professional skills and make a difference!

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Conducting desk research related to client and internal projects.
- Data entry and analysis activities, such as transcription of focus group notes, thematic analysis of interviews, and survey data analysis using Excel.
- Developing charts, graphs, and presentations using Excel and PowerPoint.
- Data collection activities such as focus group documentation, telephone interviews, and survey creation.
- Assisting with meeting preparation and logistics, organization newsletter, website updates.
- Other administrative support tasks as assigned.
QUALIFICATIONS, KNOWLEDGE, AND SKILLS REQUIRED

- Bachelor’s degree required.
- Interest in learning, improving skills, and increasing responsibilities over time required.
- Self-starter with planning skills, organizational skills, notetaking ability, and attention to detail required.
- Solid research abilities, including critical thinking and analysis required.
- Excellent communication skills, both spoken and written required.
- Intermediate skills with Microsoft Office including Word, Excel, and PowerPoint required.
- Ability to type with enough speed and accuracy to take meeting notes required.
- Ability to be a strong team player required.
- Familiarity working with data, such as online survey applications or SPSS preferred.
- Technology skills, such as graphic design, video editing, social media and newsletters, or website design preferred.
- An interest in the nonprofit and/or philanthropic sectors preferred.
- Ability to multi-task, meet deadlines and client schedules, and manage work load required.
- Ability to be flexible and have a practical approach to helping our nonprofit and philanthropic clients required.

SALARY AND BENEFITS

- This is a full-time, paid position.
- The entry-level Research Assistant annual salary typically ranges from $35,000 to $40,000.
- Salary for this position is negotiable and commensurate with experience.
- The Research Assistant position is eligible for the complete Innovation Network benefits package, including medical/dental/vision insurance, medical and dependent care flex spending plan, Employee Assistance Programs, 401(k), Federal Credit Union, SmartBenefits pre-tax commuting costs, and more!

ADA SPECIFICATIONS

- This position is mostly sedentary and operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Occasional local and nationwide travel may be required.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

To apply for this position, please send your cover letter and resume to:

Stephanie Darby, Administrative & Operations Coordinator
Re: Research Assistant Search
Email: sdarby [at] innonet [dot] org
Fax: 202-728-0136

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