Job Title: Research Assistant

Part-time: 10 - 15 hours per week

Starting: Immediately

Reports to: Principal Investigator

Organization Overview

The Law and Civics Reading and Writing Institute (LCRWI) is a 501(c)3 non-partisan community-based “think and do” tank. Our mission is to conduct community-involved and university-supported birth through adolescent education research and advocacy on how children learn that is shared with adults to support the safety, growth, development, and learning of historically under-resourced children, youth, and communities of color.

Project Summary

Efforts to advance the economic prosperity of impoverished urban communities have too often overlooked the fundamental role environmental education and health plays in creating and sustaining equitable, livable, and resilient neighborhoods. Environmental health metrics such as nutrition accessibility, soil, water, and air quality are urgently needed to protect the physical and mental health of many of these impoverished communities and undo the economic harms that a highly polluted environment has on community growth, safety, investment, and wealth creation.

General Summary

Under close supervision of the principal investigator, the prospective candidate will assist in the performance and findings of our Environmental Justice Field Research Internship Program by gathering information and helping to prepare material for the interns. Administer surveys and questionnaires and compile results. Collect, tabulate, and process data using basic statistical methods and statistical analysis software.

Education Qualifications

Currently pursuing either a Bachelor's degree (B.A.) or Master's Degree (M.A.) from an accredited college or university. Or have completed a bachelor's degree or equivalent education and experience or demonstrated the ability to perform beginning-level research in a social science field.

Job Description

- Assist the principal investigator by being highly organized and motivated, staying current with files, projects, data, etc.
- Provide general office management to keep operations running smoothly and effectively.
- Work under specific instructions to perform requested research.
• Collect, process, and assist in the compilation and verification of research data, samples, or specimens (following strict protocol and detailed instructions of the PI)
• Enter data from forms and documents into databases and other documents
• Assisting with routine data analysis and interpretation using data analysis programs
• Assisting in the setup, operation, and maintenance of research equipment/instruments
• Perform other duties as assigned by PI
• Serves as a support resource to field & project management teams (i.e., Executive director, etc.)
• Coordinates with research associates, data/analytical specialists, moderators, executives, and managers in project execution
• Assists in data collection, including observation and note-taking in qualitative research interviews, testing online surveys, and monitoring data collection in quantitative studies
• Assists in qualitative and quantitative analyses, including compiling, coding, tabulating, content analysis, auditing, and verification of data

Professional Responsibilities

• Demonstrate professionalism through qualities such as timeliness, reliability, demeanor, written and verbal correspondence, and ethics.
• Communicate effectively with your assigned team and other staff within the organization; willing to work long hours, if necessary, accept and apply critiques and suggestions to daily work to become more productive and efficient.
• Ethically uphold the LCRWI Employee Guidelines as a representative of the organization.

LCRWI is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. It is available upon request if you need assistance or accommodation during the application process because of a disability. The company is pleased to provide such support, and no applicant will be penalized as a result of such a request.

To apply for this position, please send all resumes to jobs@lcrwi.org.