



Young Adult Research Assistant JOB DESCRIPTION

Position: Young Adult Research Assistant

Hours/Schedule: Average of 8 hours per week, mostly evenings, from July to December 2017

Reports to: Director of Community Building

Summary/Description: The Young Adult Research Assistant will be a member of the Young Adult Research Team in a Participatory Action Research project examining the issue of violence in Red Hook. The Research Assistant will support the Lead Researcher and the Director of Community Building to run the project. Participatory action research is research led by those affected by the issue being researched. The purpose of the team is to define the issue of violence in Red Hook and to present recommendations for RHI and stakeholders on how to respond to and prevent violence in Red Hook. The Research Assistant will support recruitment and selection of the Young Adult Research Team and will support in research project design, data collection, project management, data analysis, and dissemination of findings. The Research Assistant will provide logistical management such as organizing supplies, room set up, phone calls, and attendance tracking. The successful Young Adult Research Assistant will be interested in reducing violence in Red Hook, enthusiastic, detail oriented and organized, and a good communicator.

Responsibilities:

- Support in reviewing applications for the remaining Research Team members.
- Create opportunities for youth to engage in improving their local community through community based research.
- Maintain accurate records, documentation of process, and group sign-in sheets for participation.
- Assist in the facilitation of research team meetings.
- Inform curriculum design.
- Set up trips through communication with partner organizations
- Prepare materials and supplies for research meetings
- Engage youth in actively developing research questions that matter to them, their peers, and community.
- Support a senior researcher prepare data for collective participatory analysis
- Represent RHI at youth programming related meetings and events throughout the Red Hook community and within the broader youth development field, as necessary.
- Attend all relevant staff meetings
- Attend lectures and trainings that will build on the knowledge and skills needed for this position.

Skills, Knowledge and Abilities:

- Experience and enthusiasm working with and relating to youth.
- Interest in community organizing and research
- Interest in reducing violence in Red Hook
- Ability to work in a team and work independently.
- Interest in learning group work and program design.
- Ability to keep accurate records and statistics.
- Willingness to collaborate on projects.
- Project management skills.
- Public speaking skills.

Experience and Qualifications:

- Knowledge of Red Hook community, residency preferred.
- Bilingual (English/Spanish) preferred.

To Apply: Email resume and letter of interest to catherine@rhicenter.org. Complete the [Researcher application form](#). Make sure to include your experience working independently and what draws you to the position.