



## Girls Incorporated® JOB POSTING

**Position title:** Research Assistant  
**Responsible to:** Director of Research & Evaluation  
**Location:** National Resource Center, Indianapolis, IN  
**FLSA Status:** Non-exempt

### Background:

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and real solutions to the unique issues girls face. Girls Inc. gives girls the right tools and support to succeed, including trained professionals who mentor and guide them in a safe, girls-only environment, peers who share their drive and aspirations, and research-based programming. At Girls Inc., girls learn to set and achieve goals, boldly confront challenges, resist peer pressure, see college as attainable, and explore nontraditional fields such as STEM. Informed by the experiences of girls and their families, Girls Inc. works with policymakers to advocate on key legislation and initiatives.

### Departmental Role:

The function of the Girls Inc. Research & Evaluation Department is to ensure that Girls Inc. learns about and has access to information on girls and young women and their strengths and challenges, thus helping to generate a knowledge base to support data-driven decisions and solutions. The department is responsible for identifying and providing research, information, and processes that serve as the foundation for Girls Inc. programming, operations, advocacy, and education, as well as support for organizational decision-making.

### Summary:

To participate in creating, organizing, and maintaining cutting-edge knowledge about girls and young women; to assist in creating, editing, publishing, and maintaining resources of the Research Department at the Girls Incorporated National Resource Center.

### Principal responsibilities:

1. Works closely with research staff to collect, compile, maintain, and interpret sources of statistical information and other research on girls and young women in the U.S. and Canada.
2. Assists with quantitative and qualitative primary data collection including interviews, focus groups, case studies, and surveys.
3. Enters, codes, and verifies data.
4. Maintains and manages project datasets, including data verification, cleaning, coding, and re-configuring.
5. Tabulates data, creates data visuals (graphs, charts), and writes up analysis results.
6. Conducts literature reviews and background research in support of projects.
7. Assists with preparation of reports and presentations, including write-ups, editing, tables, charts, and formatting.
8. Facilitates internal and external communication related to research, data, technical, and data tracking requests.
9. Assists with preparation for trainings, in-service sessions, and project team meetings.

10. Completes other duties as assigned, including copying, filing, mailing, scheduling, and other administrative tasks.

**Qualifications:**

**Education:**

Bachelor's degree in psychology, statistics or an applied social science with at least two years of experience working in research and evaluation. Master's degree or higher in social science or related field with research and evaluation experience preferred.

**Skills:**

- Strong academic writing skills
- Demonstrated proficiency in quantitative and qualitative research methods
- Prior experience participating in applied research or evaluation studies
- Highly computer proficient (including current SPSS or R and Microsoft Office software)
- Knowledge of or ability to learn and provide technical assistance on youth program- and attendance-tracking software
- Excellent critical thinking, analytic, and problem-solving skills
- Strong verbal and interpersonal communication skills
- Highly organized with good analytical skills
- Attentive to details
- Ability to maintain confidentiality

**Other Characteristics:**

- Commitment to the Girls Incorporated [mission](#)
- Ability to work within teams and autonomously
- Initiative in supporting and advancing projects
- Eager to learn and contribute
- Be flexible to change
- Commitment to the advancement of diversity and inclusion

**Compensation:**

Commensurate with education, skills and experience, including the excellent Girls Inc. benefits package.

**How to apply:**

Qualified candidates should send resume with cover letter including your salary range/requirements to the link below by November 4, 2016. No phone calls, please.

<https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=36e06ae8342a8b98027392bfe96a1c81b85860df7d2af64e84ddd280caeff277>

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