

**Title:** Research and Project Coordinator, Build A Better Grinnell 2030 Visioning Project

**Position Type:** Seeking an individual to work 30 hours per week, may be willing to adjust to fewer hours depending upon qualifications

**Education:** Bachelor's degree and 2+ years of experience preferred.

**Term:** August 1, 2022 through July 31, 2023

**Reporting Structure:** Reports Directly to Monty Roper

**Hosted By:** Greater Poweshiek Community Foundation

**Overview:**

The position responsibilities are as follows:

**Coordinate:**

- Schedule virtual and/or in-person meetings
- Create meeting agendas
- Take meeting notes
- Email meeting reminders to meeting attendees
- Follow-up on outstanding "to do" items with project and volunteer teams
- Coordinate communications including, but not limited to: web updates, social media, press releases, and presentations

**Research Activities:**

- Perform literature searches
- Collect and manage secondary data
- Collect and manage primary data
- Assist with quantitative and qualitative data collection and analysis
- Recruit subjects for study
- Data quality control
- Data entry and analysis
- Assist in preparing reports using data
- Communicate with research stakeholders

**Skills/Background:**

- Social science background (economics, political science, sociology, anthropology)
- Research experience in social sciences
  - E.g. identifying relevant research, gathering literature, reviewing for relevance, collecting relevant research support/data
- General computer skills. (Word processing, excel)
- Experience collecting and managing qualitative or quantitative data
- Ability to work independently and with guidance
- Self-motivator
- Strong oral/written communication skills
- Information management skills
- Strong organizational skills
- Ability to complete detailed work accurately
- Strong analytical and critical thinking skills
- Excellent reading comprehension
- Ability to work with diverse set of individuals
- Familiarity with data analysis programs a plus