



## Research Assistant

<b>Team: Policy</b>		<b>Salary Range: \$42,00-47,000</b>
<b>Reports to: Director of Policy &amp; Research</b>		
<b>Position is:</b> <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary: Ending date 09/29/2025

### **About the National Indigenous Women's Resource Center:**

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a Native-led nonprofit organization dedicated to ending violence against Native women and children. NIWRC provides national leadership in ending gender-based violence in Tribal communities by lifting up the collective voices of grassroots advocates and offering culturally grounded resources, technical assistance and training, and policy development to strengthen Tribal sovereignty.

Our mission is to provide national leadership to end violence against American Indian, Alaska Native, and Native Hawaiian women by supporting culturally grounded, grassroots advocacy.

We are an equal opportunity employer. Native Americans, Alaska Natives, and Native Hawaiians are encouraged to apply.

### **Job Duties:**

The Research Assistant position will be responsible for helping to develop an internal process for identifying annual priority issues, analyzing survey data, writing reports on various survey results, gathering resources and drafting literature reviews on various topics as assigned, and assisting in the development of internal evaluations of NIWRC events, trainings, etc.

This position is temporary with ARP funding that will end on September 29, 2025, but there is the possibility that this position could develop into a permanent position.

**Supervisory Responsibilities:** None

### **Minimum Qualifications/Requirements:**

- Bachelor's Degree in Native American Studies, Social Work, Public Health, Public Policy or related field.
- Academic and/or minimum of one year of work experience in fields related to Native American Studies, Social Work, Public Health, Public Policy, or violence against Native women.
- Demonstrated research and evaluation experience supervised by a graduate student, professor or supervisor.
- Demonstrated understanding of gender-based violence in Native communities, both on and off reservations; and the impact of colonization on Native peoples.
- Ability to inform, plan, coordinate, collaborate, prioritize, and execute in a fast-paced environment and to work effectively under rigid deadlines.
- Willingness to take direction and manage time and assignments transparently and openly.
- Excellent writing skills, including copy editing.
- Excellent computer skills in Word, Excel, PowerPoint, etc.
- Very organized, with filing experience required.
- Excellent oral, written, and interpersonal communication skills.
- Ability to resolve issues quickly and make decisions in a collaborative culture.
- Demonstrated ability to develop and maintain effective working relationships.
- Be a self-starter and able to work as a team member.
- Demonstrates knowledge of survey data and analysis, both qualitative and quantitative.

### **Essential Duties:**

- Assist in organizing effective and contextual culturally-relevant research initiatives, upon coordination with NIWRC teams as appropriate.
- Work with the team lead in the strategic planning of research and evaluation study proposals, including an internal staff survey to identify research and evaluation needs.
- Assist with data collection, maintenance, organizing, and analysis of qualitative and quantitative data. This includes working with the organization's IT department to understand the data we collect and how to utilize this data to identify needs and priorities.

- Assist in writing reports of various survey results already completed.
- Assist with evaluations of program initiatives and trainings across the organization.
- Assist with the drafting and review of literature reviews and research notes.
- Administrative support as needed, including but not limited to assisting with the document filing in shared Google Drive folders; assisting with tracking team deliverables and action items; helping maintain and update work plans as developed.
- Participate in staff and team calls; help to maintain notes and initiate follow-up on action items as needed.
- Responsible for delegation, obtaining, and organizing research consent forms, if applicable.
- This position is fully remote, however, there may be travel requirements to attend in-person events, conferences, staff meetings, etc.

**Work Habits:**

- Collaborative
- Reliable and self-directed with excellent work ethic
- Respectful to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Honest and responsibility
- Supportive of organizational mission and goals
- Competent and professional
- Inspiring

Approved by Executive Director:   
Lucy (Oct 31, 2024 12:03 MDT)

Date: 10/31/2024

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**Employee Signature:**

**Date:**