



Research Associate Job Description

Organization: Coalition of Communities of Color

Title: Research Associate

Salary range: \$65,386–\$74,467

Application deadline: April 29, 2024

Position Overview:

The Coalition of Communities of Color (CCC) seeks a new full-time member of our team to assist our research team (Research Director, Senior Researcher, and Data Manager) in supporting CCC's Research Justice Institute (RJI). We seek a Research Associate who shares our values and commitments to research and data justice. The position requires knowledge of and experience with community data and mainstream administrative data. The Research Associate will lead/support various simultaneous RJI research projects – including but not limited to conducting literature reviews; supporting community engagement efforts; organizing, collecting, analyzing, and visualizing qualitative data; and report writing. The Research Associate will also launch and maintain the RJI Blog, support the creation and writing of our community briefs, and lead the creation of our BIPOC Researcher Network.

With support and direction from the Research Director and Senior Researcher, the Research Associate will fulfill three main objectives at RJI:

1. Lead, co-lead, and support RJI with all of our research, data collection and analysis, and report writing.
2. Lead the written public presence of RJI, detailing the impact of and knowledge generated by RJI's research and data work.
3. Lead the creation and sustaining of a regional, and potentially statewide, network of BIPOC researchers, proactively connecting them to RJI's goals and other relevant equity and justice research/data work.

The Research Associate will also provide administrative support to both CCC and RJI.

About the Coalition of Communities of Color

Formed in 2001, the Coalition of Communities of Color is an alliance of culturally-specific community-based organizations engaged in collective action for racial justice. We work to

improve outcomes for communities of color through advocacy, environmental justice, and research. Learn more about the [Coalition of Communities of Color](#) and our [member organizations](#).

DESCRIPTION OF DUTIES

Research and Data Analysis (80%)

- Co-construct research design, recruitment strategies, data collection methods, data analysis approaches, and dissemination strategies (i.e. research and data lifecycle) with the research team as needed
- Lead or co-lead parts of the research and data lifecycle, as assigned
- Conduct literature reviews and searches for existing data on topics pertinent to current and upcoming RJI research projects
- Support RJI with community engagement, recruitment, and data collection efforts, as assigned
- Conduct qualitative analysis for RJI projects using Atlas.ti software
- Lead/assist in all RJI research report writing as assigned
- Support the creation and accuracy of qualitative data codebooks

Managing RJI's Public Presence (10%)

- Launch and sustain the RJI Blog and be the lead author of blog posts, with content support from the RD and SR. (Topics will include research and data oppression, understanding dominant data and how it can be used to harm communities of color, including census data; and the distinction between racial equity and justice.)
- Collaborate with Communications Manager on publishing and promoting RJI's work and approaches to research and data
- Support the research team in updating content on the RJI page on CCC's website
- Assist in writing all RJI [community briefs](#)

Managing the CCC BIPOC Research Network (5%)

- Build and strengthen relationships between CCC and BIPOC researchers, data workers, evaluators, students, and community outreach/engagement experts
- Build and maintain a CCC BIPOC Researcher Network database
- Work with research and communications staff to communicate with the network and broadly share information about the network's presence, goals, and events with regional and statewide audiences
- Convene and coordinate members of the BIPOC Research Network and community for annual gatherings to network with outreach/engagement experts
- Develop and monitor the budget for the network and document and evaluate its learnings and successes
- Support the research team with updating content on the RJI webpage related to the BIPOC Researcher Network

Other duties as assigned (5%)

- General CCC staff assignments (e.g., support with fundraising, communications, member meetings, board meetings)
- Individual staff administrative activities (e.g., credit card reports, work hours reporting, other program/CCC activities and events as assigned)

QUALIFICATIONS**Required Qualifications**

- B.A./B.S./Masters in a social science or humanities discipline or minimum 2–4 years of work experience leading and supporting research projects that engage the public and in particular, communities of color
- Clear, concise, and accessible research writing for both research publications and public-facing communications
- Experience working with and analyzing qualitative data
- Excellent project manager with the ability to lead the implementation of a major program or project
- Familiarity with or ability to build an understanding of how institutional use of data and research can benefit or harm communities of color
- Ability to effectively communicate with partners verbally and in writing
- Commitment to racial justice and building power for communities of color and strong interest in working with BIPOC communities
- Ability to produce and write high-quality research reports

Preferred Qualifications

- Familiarity with quantitative data methods and analysis and the role of community-based data
- Knowledge of visualizing and explaining qualitative data analysis
- Experience working with culturally specific community-based organizations, local government, and nonprofit partners

Compensation:

This is a full-time, exempt position with a salary range of \$65,386–\$74,467, depending on experience and qualifications. CCC works to provide our staff with support for their health and well-being and recognize the value of their work through the following benefits:

- Paid time off: 15 days paid vacation in the first year of employment, increasing with tenure at the organization; 10 days of sick leave; 12 paid holidays, one week office closure in December, and bonus time off for eligible employees.
- Insurance: Medical, dental, vision, short and long-term disability, and life insurance for the employee, with 100% of premiums paid by CCC.

- Additional benefits: Flexible Spending Account (health savings and daycare), Transportation Savings Account, Employee Assistance Program, monthly phone and transportation stipends, and full reimbursements for the employee's Paid Leave Oregon contributions. Employees may enroll in a 401k retirement plan immediately and receive an employer match after one year of employment.
- CCC also provides resources to support the training, skill-building, and professional development of our staff.

Work environment: Standard CCC work hours occur between 9:00–5:00 PM. Our office is located in Portland, Oregon with a hybrid work schedule. The Research Associate must live in or be willing to move within commuting distance of the Portland metro area.

To Apply: Please send a cover letter of no more than two pages and a resume to HR@coalitioncommunitiescolor.org, with the subject line "Research Associate — [your name]."

Applications are due Monday, April 29. You will be contacted if selected for an interview.