



Job Posting

Research Assistant

The Ounce of Prevention Fund of Florida has an opening for a Research Assistant in its Research, Evaluation, and Systems unit. The position is responsible for working with a Senior Evaluator on multiple projects in developing and implementing program evaluation plans; identifying or developing appropriate measurement tools; consulting and training on data collection protocols; conducting focus groups, interviews, and surveys; analyzing data; and publishing and disseminating findings. Evaluation includes content areas such as child welfare, community collaboration, substance abuse recovery, access to health care, parenting, and youth development.

Founded in 1989, the Ounce of Prevention Fund of Florida is recognized as a leader in prevention, committed to public/private partnerships, credible research, ongoing evaluation, and fiscal accountability. As a public-private partnership, the organization receives funding through public appropriation and private contributions and requires community involvement and agency collaboration for all programs funded.

ROUTINE TASKS

The tasks listed below are those that represent the majority of the time spent working in this position:

- Assist with the development of program evaluation plans
- Conduct background research that supports the development of evaluation plans and reports
- Assist in the development and implementation of data collection methods and tools
- Perform computer-related data management tasks, such as data gathering and entry, review of data for accuracy, preparing data for input into statistical packages
- Administer questionnaires and assist with conducting focus groups and interviews
- Support the analysis of qualitative and quantitative data
- Assist in the development of reports
- Support dissemination activities including the publishing of articles and presenting at conferences
- Assist with administrative tasks concerning project management
- Attend staff meetings and project meetings to exchange information and report progress on project assignments

Education Requirements:

Requires at least a Bachelor's degree in Social Work, Sociology, Psychology or a related research field

Work Experience Requirements:

Requires a minimum of 2 years experience; a Master's degree may substitute for the work experience minimum requirement

SOFTWARE PROFICIENCY:

Proficiency in the following software packages:

- Microsoft Office (Required)
- Basic working knowledge of SPSS or another statistical package (Preferred)

Email Resume to Dr. Terry J. Rhodes, Director of Research, Evaluation and Systems,
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