



Community-Driven Research Coordinator

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JOB OVERVIEW

AAPI Women Lead is looking for a dynamic Community-Driven Research Coordinator to work on an exciting 2-year (with possibility for an extension) Community-Driven Research project that focuses on race, gender, sexuality and violence against and within Asian and Pacific Islander communities with particular emphasis on racial, gendered based and/or sexual violence.

The Community-Driven Research Coordinator will drive and define the best research processes and methods, facilitate and grow community partnerships, plus execute projects based on goals and requirements. They will co-facilitate and support the community-driven research project and support a cohort of community partners who will collect and share their communities' stories of Asian, Native Hawaiian, and Pacific Islanders' experiences with racial and gendered violence across different ages and generations.

REQUIREMENTS

The ideal candidate is an experienced researcher and coordinator who is grounded in social justice values and immersed in how research and storytelling are powerful tools for movement-building, community organizing, and social change. The Community-Driven Research Coordinator must have real-world experience in applying community-driven research or participatory action research methods to support marginalized and historically neglected communities to identify both the problems and potential solutions for issues impacting them. The Community-Driven Research Coordinator will thrive in a start-up environment where creativity and strategic risk-taking are balanced with focused discipline to build the research projects and program. Below are the details of the core responsibilities of this position:

Research Management

- *Community-Driven Research Training* - Co-facilitate and co-implement community-driven research workshops, trainings, and meetings for community research

partners.

- *Research Design* – Facilitate and guide research processes that support community members to participate, grow, and lead in creating systemic, institutional, and interpersonal change
- *Research Methods* – Work in partnership with grassroots organizations to plan and implement community-driven qualitative and quantitative research. Must be able to use a wide array of methods that are available, accessible, and result in effective research projects. Monitor new research trends related to program areas and ensure that information is shared with staff and allied organizations.
- *Data Analysis* - Support community researchers in the development and implementation of data analysis based upon community-driven research data collection.
- *Research Writing* - Support in the drafting of reports, as necessary, based upon community-driven research data collection and analysis using both popular and academic resources in support of AAPI Women Lead and AAPI Women Lead partners' research, as well as in support of the field of research justice. Support community researchers in the development of research reports and other research written materials.
- *Survey Tools Development*- Draft and develop accessible survey tools using survey platforms such as Google Survey, Monkey Survey, etc.
- *Cohort Management and Support* - Manage virtual classroom, emails, and host virtual office hours for cohort.
- *Program Strategy* - Support program activities are aligned with long-term strategy and community organizing efforts for systemic, institutional, and interpersonal change.

Program Management

- *Project Management* - Plan, organize, and coordinate activities as required for the full implementation of project goals and objectives. Ensure that project activities are consistent with the project objectives and that objectives can be met with available resources and according to the established timeline.
- *Build Strong Alliances* - Expands and nurtures partnerships with organizations, networks, and coalitions working on a wide range of social justice issues.
- *Fundraising* - Supports the achievement of fundraising goals by participating in message and case statement development, funding research, and reports to meet funding requirements and stewardship of institutional funder relationships.
- *Communications/Program Integration* - Participate in developing and implementing communications that integrate program strategy with other organizational goals.

QUALIFICATIONS

- 3-5 years of community-driven or participatory action qualitative or mixed methods research experience with proven ability to research, analyze, and communicate findings specifically around racial and gender violence
- 3-5 years of progressive high-level leadership experience in community-based and educational organization management; experience working with collective impact

- models, community building, and social justice organizations
- Experience with participatory research project - qualitative and quantitative research design and methods, data analysis, and campaign development
 - Knowledge of and research experience with about race, gender, disability justice, and community organizing
 - Experience with community organizing and advocacy, particularly with Asian, Native Hawaiian, and Pacific Islander communities
 - Strong organizational, analytical, and time management skills/experience in a fast-paced environment with high attention to priority and detail with the ability to ask for help when needed
 - Enthusiastic team builder with strong leadership skills including relationship building, planning, communication, and coaching
 - Must work well independently and within a team and demonstrate a high degree of initiation, flexibility, collaboration, and community-driven strategies
 - Excellent computer skills, including Google Classroom, Google Survey, Microsoft Word, Excel, PowerPoint, Zoom, and database experience
 - Advanced degrees in research based fields a plus

COMPENSATION & LOCATION

- Salary is determined as commensurate with experience at \$68,000-\$75,000 per year for full-time position
- Position is available in the San Francisco Bay Area and/or remotely in the United States and its territories.

Learn about AAPI Women Lead, our mission and the perks of our organization on our careers page.

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