Dept/Business Unit:	Job Title:
Center for Equity, Engagement, and Research	Research Assistant
Supervisor:	Location:
Senior Program Manager	Detroit
Employment Status: FT or PT	FLSA Status: Exempt or Non-Exempt
Full-Time	Exempt
Salary Range:	Date:
$50,000 - $60,000 annually, based on experience	Updated 5/26/2022

JOB SUMMARY:

The Center for Equity, Engagement, and Research (the Center) is a division of Detroit Future City, a Detroit-based think and do tank. The Center works to advance a vision of economic equity in Detroit in which all Detroiters are meeting their unique needs, prospering, and fully and fairly participating in all aspects of economic life within a thriving city and region. The Center for Equity, Engagement, and Research provides leadership, accountability, research, convening, and customized expertise to support stakeholders in collaboratively working to rectify legacy issues and justly attain economic equity in Detroit. We do this through research, advocacy, coalition building, backbone support, and incubation. The Center encourages diverse perspectives and backgrounds and believes that this strengthens our work.

The Research Assistant will be a part of the Center team and be a part of innovative research that advances economic equity in Detroit. The Research Assistant will contribute to the Center's efforts through their data and research expertise, innovative spirit, communication, and dedication to Detroit. Under general supervision from a senior program manager, the Research Assistant position will be responsible for supporting research projects and data needs for the Center, as well as across the DFC organization.

KEY RESPONSIBILITIES and DUTIES:

- Contribute to reports and projects through conducting literature reviews, data collection (primarily quantitative, but some qualitative), data management, mapping, and data analysis.
- Communicate the findings of research to diverse audiences through data visualization, presentations, and verbal communication.
- Contribute to writing and editing reports, briefs, and presentations.
- Support the project management of research projects through tracking project timelines, meeting notes, and other tasks as assigned.
- Effectively manage time to prioritize multiple projects and tasks across the organization.
- Support data and research capacity across departments through activities such as responding to data requests and supporting the development of staff trainings and resources.
- Work collaboratively with other team members
- Maintain orderly files and program records using DFC office systems and software. Utilize DFC software programs for workflow and communication management including Microsoft Office Suite, SharePoint, and Smartsheet.
- Actively participate in organization-wide and departmental planning and program development activities.
- Maintain current knowledge of latest research and trends and actively seek professional development opportunities.
- Carry out roles and assignments as needed in accordance with departmental and organizational work plans.
- Follow all DFC policies and procedures as defined in the Employee Handbook and other policy documents.
- Other related duties as assigned.

JOB QUALIFICATIONS:

BASIC QUALIFICATIONS
- Master Degree preferred or Bachelor Degree with 2 years' experience equivalent in the field of Urban Planning, Public Policy, Economics, Sociology, Public Administration or related fields.
- Experience with quantitative and community-based research.

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING SKILLS AND QUALITIES:
- Experience with accessing, using, and analyzing public data sets including the ACS and IPUMS data
- Strong analytical and critical thinking.
- Ability to conduct thorough internet research searches.
- Experience with analytical tools such as R, STATA, or SPSS and ArcGIS.
- Proficient in Microsoft Office Suite and familiarity with online collaborative tools such as Smartsheets.
- Experience and comfort with community engagement processes, meeting facilitation, and public speaking.
- Ability to communicate and translate data and research effectively to diverse audiences through presentation written communication, and data visualization.
- Excellent verbal and written communication skills.
- Well organized, detail conscious, and strong time management skills.
- Excellent project management skills.
- Self- motivated, innovative, and able to work independently and simultaneously on multiple projects with minimal supervision.
- Collaborative team player able to work effectively with diverse colleagues.
- Knowledgeable about the economic and social conditions in legacy cities such as Detroit.
- Passionate about Detroit and the mission of Detroit Future City.

SPECIAL CONSIDERATIONS:

WORK HOURS: 40/week, occasional evening or weekend meetings
TRAVEL: Locally in Detroit on occasion for meeting or events
WORK LOCATION: Employee may work a schedule with a mix of work-from-home and in-office time. The position may require some in-person meetings and events attendance.

COMPENSATION & BENEFITS

- Competitive salary commensurate with education and experience
- Medical, dental, vision, life/AD&D insurance plans, and long-term disability
- 401k Savings Plan with a match
- 20 PTO days per year
- 15 paid holidays per year
- Half-Day summer Fridays

To apply:
Visit https://app.smartsheet.com/b/form/99cb289630114e5ab71da9a08c315b84 to submit your resume and cover letter.