JOB DESCRIPTION
Research Coordinator (Full-Time)

About Brighter Bites
Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit https://brighterbites.org.

Role
The Research Coordinator will support Brighter Bites’ efforts in evaluation and collaboration with research entities. They will be responsible for overseeing outcome data collection in all cities where Brighter Bites operates, ensuring that all research protocols are followed and making recommendations to support research efforts. They will also support the cleaning and preparation of datasets for analysis. The Research Coordinator will report to the Manager of Data Analytics & Visualization.

Position Description

- Oversee and support collection of parent pre- and post- outcome surveys that are administered twice annually, ensuring that protocols are followed and response rate is robust.
- Oversee and support collection of annual teacher survey and other related site-based evaluations.
- Ensure that all school district research approvals and IRB requirements are obtained and followed in each Brighter Bites programming city.
- Manage research initiatives that Brighter Bites pursues with external research partners, including periodic travel to on-site locations.
- Manage the cleaning and preparation of datasets for analysis.
- Collaborate with the UTHealth School of Public Health research team in data analysis and manuscript preparation.
- Other duties as assigned.

Requirements
- Desire and passion in working with a mission-driven organization related to children and families.
- Basic knowledge of Microsoft SQL and ability to write queries

The better we nourish, the brighter we flourish.

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- Experience with digital data management, preferably in a research setting.
- Experience with survey design and administration
- Strong problem-solving skills and willingness to learn new technology.
- Excellent oral, writing, and interpersonal communication skills.
- Master’s Degree in Public Health or comparable degree, with experience in data collection and analysis
- Strong project management and problem solving skills.
- Must be comfortable reporting to multiple organizational stakeholders and collaborating across departments and teams.
- Ability to adapt work style and behaviors.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to oria.oyedemi@brighterbites.org with “Research Coordinator” in the subject line.