



Research Assistant (Temporary, Part-Time)

EverThrive Illinois & Northwestern University

Job Summary:

This position sits within EverThrive Illinois and the [Center for Community Health \(CCH\)](#), a center within the [Institute for Public Health and Medicine \(IPHAM\)](#). It is a temporary part-time position (10-15 hours/week) for a research assistant interested in working on a public health project focusing on infant immunization in historically underserved communities, specifically Chicago's South and West Sides. This project will evaluate the impact of EverThrive Illinois' National Infant Immunization Campaign in these communities. The position may involve community-based fieldwork and data collection.

The research assistant will assist in participant recruitment, data collection, and analysis. The information collected will help to assess the campaign's success and improve immunization rates in Black and Latinx communities. The position will require interaction with community members and health organizations, as well as the management and analysis of data.

Location & Work Environment:

This position will be based in Chicago, with some flexibility for remote work. However, frequent travel to Chicago's South and West Side communities will be required. Although a vehicle is not required, a valid driver's license is mandatory.

Specific Responsibilities:

Technical

- Recruit study participants from the targeted communities.
- Obtain informed consent from participants.
- Schedule study visits and interviews.
- Conduct focus groups and interviews.
- Collect and analyze qualitative data.
- Facilitate communication between participants and key personnel to maintain project workflow.

Administrative

- Maintain detailed records of research activities, including data collection and entry.
- Perform literature searches related to the study.
- Assist in preparing basic charts and graphs based on study data.

Miscellaneous

- Performs other duties as assigned related to the research project.

Minimum Qualifications:

- A completed 4-year degree in social science, public health, or a related field OR relevant experience in public health research.
- Must complete Northwestern University's IRB CITI training before interacting with participants and maintain certification throughout the project.
- Experience with qualitative data collection and analysis.

Minimum Competences:

- Strong organizational, analytical, technical, and problem-solving skills.
- Excellent oral and written communication skills.
- Ability to coordinate research studies and manage day-to-day tasks and regulatory duties.

Preferred Qualifications:

- Experience in public health research or community-based participatory research.
- Familiarity with software like NVivo for qualitative analysis.
- Knowledge or interest in health disparities and community engagement in underserved areas.

Preferred Qualifications:

- Experience conducting focus groups and qualitative interviews.
- Prior involvement in public health campaigns or working with marginalized communities.

Work-Life and Wellness:

Northwestern offers comprehensive programs and services to help you and your family navigate life's challenges and opportunities and adopt and maintain healthy lifestyles.

We support flexible work arrangements where possible and programs to help you locate and

pay for quality, affordable childcare, and senior/adult care. Visit us at <https://www.northwestern.edu/hr/benefits/work-life/index.html> to learn more.

Professional Growth & Development:

Northwestern supports employee career development in all circumstances, whether your workspace is on campus or at home. If you're interested in developing your professional potential or continuing your formal education, we offer a variety of tools and resources. Visit us at <https://www.northwestern.edu/hr/learning/index.html> to learn more.

Application Instructions:

Please email your CV/resume and cover letter highlighting your relevant qualifications to marquita.lewis-thames@northwestern.edu and abaker@everthriveil.org.