



JOB TITLE: Bilingual Research Assistant/Data Collector (Siempre Seguire Research Study)

EXEMPT/NON EXEMPT: Non-exempt

REPORTING TO: Director of Research and Evaluation

POSITION DESCRIPTION: Under the direction of the Director of Research and Evaluation and the support of the Study Coordinator, the Research Assistant will plan, organize and implement a research project focusing on testing a culturally-tailored intervention that addresses coping with discrimination from multiple identities in order to improve the health of immigrant Latinx sexual minority men (LSMM) who are HIV negative. The project will include recruiting immigrant LSMM who are HIV negative to be part of a program addressing coping with discrimination. This program involves surveys and group sessions.

GENERAL RESPONSIBILITIES:

1. Coordinate the research study activities in collaboration with the Director of Research and Evaluation and the Bilingual Study Coordinator.
2. Conduct the recruitment of the research participants, including helping to develop and implement a broad recruitment strategy to identify participants from a range of settings.
3. Conduct surveys with immigrant LSMM HIV-negative individuals.
4. Maintain necessary project records and documents.
5. Monitor the progress of the research study.
6. Monitor data collection to ensure the accuracy of the study data.
7. Prepare program reports and keep accurate, up-to-date records and documentation.
8. Assist in the interpretation of the study findings.
9. Perform any other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

1. Minimum of a bachelor's degree from an accredited academic institution.
2. Strong research experience (helping to run a study, coordinating).
3. Experience in recruitment (2 years)
4. Experience in data collection and participant are interviewing (2 years).
5. Excellent interpersonal skills.
6. Excellent verbal/written communication skills in English and Spanish.
7. Knowledgeable about issues related to HIV-negative immigrant LSMM.
8. Able to work independently and efficiently and have excellent organizational skills with attention to detail.
9. Ability to prioritize assignments and manage several activities effectively under deadlines.
10. Self-motivated, a problem solver, and able to organize job assignments.
11. Strong writing skills.
12. Proficiency in MS Windows, Excel, and other programs.
13. Able to meet agency job work hour requirements.

HOURS: Full-time position. Some weekends and evenings are required.

SALARY AND BENEFITS: \$18-22 per hour commensurate with education and experience. Full benefits consist of health

and dental insurance and 403B pension plan.

FOR FURTHER INFORMATION OR TO APPLY:

E Mail: hrjobs@bienestar.org

FAX: 323-727-0284

MAIL: Bienestar Human Services, Attn: Human Resources/Recruitment
5326 East Beverly Blvd., Los Angeles, CA 90022

Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.