JOB TITLE
Research Assistant

ORGANIZATIONAL OVERVIEW
The Lighthouse | Black Girl Projects is unabashed in its concern with, concentration on and work on behalf of Black girls. Its mission is to be a revelatory, unflickering light for Black girls and young women in the southeastern United States through focused programming and by creating safe spaces for them. This is done through Black feminist, community-focused, narrative-shifting lenses. The organization takes a holistic approach to the leadership development of Black girls and women through a consortium of projects. The projects are avenues by which Black girls in the southeastern United States are centered, from the research agenda to the programming, board room to legislative halls. The organization creates safe spaces for these Black girls with the goal of having their homes and communities be places where their safety and freedom are welcomed.

JOB OVERVIEW
The research assistant at The Lighthouse | Black Girl Projects supports conducting research for a variety of research projects that the organization is leading. Under the supervision of the senior director of programs and praxis, the research assistant is responsible for assisting in a variety of non-administrative tasks which may include preparing resources, equipment, materials for the research, documenting results, data collection, entry and cleaning, any other tasks in support of the research activities. The research projects are intended to provide the opportunity to answer pertinence research questions surrounding the work of The Lighthouse | Black Girl Projects’ primary mission using sound procedures and techniques.

QUALIFICATIONS
• Social science major (preferably sociology, anthropology, political science, etc. with a familiarity in social science research methods)
• Minimum 3.0 GPA or a letter of recommendation from a professor or academic who can attest to your analytical, critical thinking, writing skills and work ethic
• Research interest in policy construction and analysis, reproductive justice, Black liberation and feminism and/or womanism
• Interest in professional development toward future graduate school or employment in the social service or research sector
• Excellent, tactful, gracious and firm (when necessary) verbal and written communication skills
• High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision
• Strong existing computer skills with Microsoft Office and general Internet and electronic communications
• Experience maintaining social media campaigns and other new media
• Ability to work 120 hour per semester (approximately 10 hours per week), plus occasional travel

RESPONSIBILITIES
• Engage with and contribute to research projects led by researchers and partners of The Lighthouse | Black Girl Projects
• Collect, code and analyze data
• Recruit and/or interview subjects, as necessary
• Logistics and event coordination
• Maintain accurate records of program projects
• Readiness to meet and work directly with stakeholders and community
• Help maintain social media campaigns and presence
• Maintain confidentiality and secure data
BENEFITS

• $12/hour
• The ability to gain real world social research skills
• Entry into the foundational network of individuals and organizations working for the structural uplift of Black women and girls
• Resume building capacity in the areas of research, professional writing, data collection, data analysis