



JOB DESCRIPTION

Position Title: Policy Research Assistant

Reports to: Executive Director Project: Children's Cause OC
FLSA Classification: Non-exempt PT (Temporary) Entity: OneOC
Supervises Others: No

SUMMARY:

Reporting to the Executive Director, the Policy Research Assistant will assist with implementation of policy related projects with research activities including data collection and analysis, conducting meta-analyses, collecting literature, conducting interviews, and report writing and editing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research and Reporting

- Assists with data collection and analysis.
- Conducts collection of literature on various topics for the purpose of preparing for meta-analyses.
- Conducts research interviews.
- Assists in the preparation of research reports including quality assurance reviews.
- Maintains current knowledge of and ensures compliance with organizational policies and procedures.
- Ensures all requirements for confidentiality are met by members of the organization.
- Ensures effective and courteous communication with all contacts – internal and external. Works well with group of diverse people.
- Supports the vision and goals of the fiscal project and OneOC.

Representing Children's Cause OC in Collaborative Meetings

- Represents Children's Cause OC and creates a strong visible presence and awareness in collaborative and public meetings.
- Assists in the preparation of presentations.

Administrative

- Completes time sheets and other administrative documentation related to the position on a timely basis.
- Available to participate in weekly supervision sessions with the Executive Director.

ADDITIONAL RESPONSIBILITIES:

- Completes other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree required. Participation in a master's degree program related to public policy preferred with completion of some coursework in statistics or research.
- Affinity for, and experience with, policy issues related to mental health services, racial and cultural disparities, and social determinants of health preferred.
- Excellent verbal and written communication skills required.
- Must show a passion for the Children Cause OC's mission and must be committed to the achievement of its key strategic initiative objectives.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Excel, Access, and PowerPoint proficiently.



- Experience with SPSS and/or SAS preferred.
- Is proficient with various forms of social media.
- Uses typical office equipment (e.g., copier).

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require leadership and/or management intervention for a solution.
- Demonstrates expertise with organization development and teambuilding techniques to assure consensus across the leadership team and community partner membership in order to attain maximum effective and productive collective impact
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand customer issues, create solutions and communicate those solutions toward implementation in a timely manner.
- Able to present effective and compelling messages to individuals, groups and the public.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress, and appearance at all times.
- Attends event, meetings and trainings as requested.
- Assists with other duties as assigned on a regular or occasional basis.
- Drives personal car on business, maintains personal car insurance in accordance with OneOC policies, and provides related records as requested.

Pay Range: \$20-\$22 Hourly

TO APPLY: Please send resumes to HR@oneoc.org

OneOC is proud to be an equal opportunity employer