



Research Specialist

Reports to: Director of Clinical Research

Position Status: Part-time, Non-exempt

Momentous Institute, founded by Salesmanship Club of Dallas in 1920, exists to build and repair social emotional health with children, families, and communities. Each year, we partner with over 5,500 children and family members through innovative education and mental health services. The organization also invests in research and training, including the annual *Changing the Odds* Conference, to reach far more children than could ever be seen directly.

Role:

Momentous Institute is seeking a Research Specialist with a strong background in qualitative research and/or mixed methods research. The successful candidate will work collaboratively alongside the organization's mental health, education, and innovation and impact teams to understand how and why social emotional health programming helps children to achieve their full potential. We prioritize research — following our students' long-term trajectory and tracking therapy outcomes and parent education. We also conduct evaluation studies of our intensive trainings and innovative approaches to learn, grow and share proven practices and strategies to enhance children's social emotional health.

Responsibilities:

- Works collaboratively with research team members to ensure streamlined research program implementation.
- Entering data collected at Momentous-affiliated or partner research locations using best research practices.
- Consults with co-investigators on appropriate management of participant concerns and research process problems.
- Ensures that projects are executed successfully and completed within time frames to meet research objectives.
- Exhibits Momentous Institute's core values: respectfulness, stewardship, innovation, humility, and commitment.
- Performs other duties as assigned by Director of Research & Evaluation or the Director of Clinical Research.

Qualifications:

- Some education (Bachelor's Degree preferred) in a relevant field of study, (i.e., psychology or other behavioral science, education).
- Experience (1 year or more) with research involving families or children.
- Strong verbal and written communication and interpersonal skills.
- Solid computer skills necessary, including experience with Microsoft Word and Excel.
- Able to work with clients and colleagues of diverse ethnic and socioeconomic backgrounds.
- Strong attention to detail, critical thinking, and problem solving are required.
- Bilingual (Spanish/English) preferred.

The ideal candidate will exhibit Momentous Institute’s core values:

Commitment, Cultural Humility, Innovation, Respectfulness, Stewardship

Physical Demands:

- Occasionally ascending or descending stairs
- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles
- Occasionally assessing the accuracy, neatness and thoroughness of the work assigned.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Jordan Watts

Director of Clinical Research

jwatts@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

| Policy Statement |
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| No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation. |