

**Call for Applications:
Research and Data Collection Coordinator – Project Safe Neighborhoods Initiative**

Background

The [Kroc Institute for Peace and Justice](#) (IPJ) has been awarded funding to serve as the research partner for the Project Safe Neighborhoods Initiative (PSN) – Southern District of California Click [here](#) for more information on PSN. In this role, the Kroc IPJ is tasked with conducting research on PSN-funded projects and supporting PSN grantees to improve their ability to collect data and implement evidence-based programming. The primary focus of the Kroc IPJ work will be on lived experience (often called credible messenger) initiatives to prevent crime, lower levels of violence, and reduce recidivism.

Scope and Effort

To support this work, the Kroc IPJ is seeking to hire a part-time research and data collection coordinator.
The coordinator will:

1. Assist on the production of the research deliverables for which the Kroc IPJ is responsible. These deliverables include but aren't limited to a literature review, a case study, and a more comprehensive report on lived experience mentoring in the Southern District of California (San Diego and Imperial Counties).
2. Provide day-to-day data collection and data management support to designated PSN grantees. It is likely such support will be provided to 1-2 grantees at a time. The primary focus of this work will be setting up systems and processes for effective data collection and management, not data entry or data analytics.

The initial appointment will be for 12 months beginning as soon as a candidate is selected. The exact level of effort will be determined in consultation with the candidate chosen, but we envision a level of effort of 30-50% FTE. Salary will be determined based on the experience and expertise of the candidate.

Qualified candidates will have:

- Three plus years of professional experience working on youth development, youth diversion, community-based violence prevention, or related programs. This experience should include working at the community-level with community-based organizations.
- Experience in data collection and data management, including creating systems and processes for effective data management.
- Experience undertaking or supporting quantitative research experience. Experience with qualitative research preferred.
- Experience supporting applied research processes and writing research products for a variety of audiences including policymakers and practitioners.
- Have the capability to synthesize academic and non-academic research.
- Experience working in San Diego County with strong networks and relationships.
- Strong oral and written communication in English. Spanish language proficiency a plus.

To Apply:

To be considered for this position, please submit your cover letter and resume as a single document using our [online form](#). Applications will be received until position is filled.