



100 Enterprise Way, Suite G300
Scotts Valley, CA 95066

1630 San Pablo Ave #500
Oakland, CA 94612

JOB ANNOUNCEMENT

Project Coordinator/Research Associate

We Innovate Science-Driven Solutions to Advance Health and Wellness

dfusion is a small woman-run business in the San Francisco Bay Area committed to developing science-driven innovations to improve health and well-being for a variety of audiences. dfusion's products are informed by the latest scientific research about what works for heightened relevance and impact. Staffed by a team of nationally recognized public health and social and behavioral scientists, the organization leverages technology to bring science-based research to practice.

Position Brief

The Project Coordinator/Research Associate will work with the Program Manager and Senior Researchers as well as other dfusion staff in the timely accomplishment of varying development, research, and evaluation activities. Current projects for which responsibility may be assigned include (**Trans Women Connected and Keepin it REAL**).

Responsibilities and Duties

- Conducts and/or assumes primary responsibility for specific tasks including, but not limited to: literature reviews, needs assessments, content analysis, focus group interviews, classroom/group observations, and data collection/management/analysis.
- Tracks and assesses status of research tasks for projects and assists with monitoring project budgets.
- Arranges for advisory meetings, focus groups and other formative evaluation activities.
- Creates educational content/materials such as storyboards, video scripts and web content.
- Arranges usability testing sessions and pilot sessions.
- Interacts with funders, and/or serves as a liaison with clients.
- Assists with project reports (e.g., progress, annual, and final reports).
- Participates in grant writing activities as requested.
- Participates in professional activities as appropriate (e.g., co-authors research manuscripts).
- Participates in company staff meetings.
- Arranges and facilitates project meetings.
- Coordinates media development activities as needed (e.g., video shoots).
- Coordinates non-research contracts as needed.

Qualifications

- Bachelor's degree in Public Health, Education, Program Evaluation, Psychology, Social Work, or related area.
- One or more years of experience with project coordination and/or significantly contributing to research projects.
- Creative, and able to write in a variety of formats including storyboards, scripts, and other interactive formats.
- Ability to adapt to timeline adjustments and reorganize work accordingly.
- Responsible and able to follow through on all tasks with minimal supervision.
- Ability to work independently and as part of a team, and to manage several tasks simultaneously.
- Ability to oversee the work of junior staff successfully.
- Willingness to travel when needed.
- Proficiency in Word, SPSS, and Excel are desirable.
- Excellent interpersonal, organizational, analytic, verbal, and writing skills.
- Experience in research and evaluation design, instrument development, quantitative and qualitative data collection/management/analysis, and interview skills are preferred.
- Valid driver's license; acceptable DMV record and proof of insurance required.

Deadline Posted May 10, 2019. Open until filled.

Application Please submit cover letter and resume to: dfusion@dfusioninc.com. To learn more about dfusion go to www.dfusioninc.com.

dfusion offers excellent benefits, including employer-paid life, disability, health, dental and vision insurance; generous personal time off and holiday pay.
dfusion sponsors a 401(k) retirement benefit to qualified employees.

**dfusion is Proud to be an Equal Opportunity Employer
EEO/Vet/Disabled**