



Research Assistant

Reports to: Prevention Manager

Department: Community Engagement

Description of role: Research Assistants support Safe Passage in the areas of data collection, analysis, and report writing, helping to ensure that Safe Passage community prevention initiatives are aligned with emerging knowledge and best practices.

Primary Responsibilities:

- Conduct programmatic research for the Say Something Prevention LAB.
- Conduct research and assist in the development of evaluation tools to assess the efficacy of our prevention efforts, and explore ways to continue prevention education.
- Serve as a community ambassador to promote and uplift Safe Passage programs and services; increase brand reputation; and help to facilitate community connections.
- Provide administrative support for the Prevention Manager, as needed.

Secondary Responsibilities:

- Complete initial and ongoing training for the role.
- Attend ongoing supervisions with the Prevention Manager and the Community Engagement Coordinator.
- Log training and/or volunteer hours weekly in the volunteer database.
- Occasional attendance at monthly Engagement Team meetings.

Skills/Qualifications Needed:

- Experience conducting research and synthesizing data
- Access to a computer with reliable internet access
- Strong written communication skills
- Ability to work collaboratively with others and independently
- Experience with Zoom and Google Suite

Training:

- Safe Passage Ambassador Volunteer training (8-15 hrs)
- Say Something Prevention LAB (8 hrs)

Time commitment:

Research Assistants contribute time on a task/project-based schedule, dedicating as much or as little time as they are able to. Deadlines are set per the mutual agreement of the volunteer and the Prevention Manager and may be subject to change. This role can be completed remotely.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Learn more at www.safepass.org.