

Job Title	Research Assistant	FLSA Status	Exempt
Reports To	Executive Director of Pediatrics	Supervisor Role	No
Department	Pediatrics	Effective Date	

Summary of Position

As an integral part of the Missing Pieces team, the Research Assistant works in an innovative program that supports grieving families following a pediatric death and joins our mission to advance bereavement care. The Research Assistant will be primarily responsible for creating and managing systems to assist with data collection and communication for a multi-site research project. The Research Assistant will also help with resource identification and maintaining a current directory of services. The ideal candidate must be extremely organized, detail oriented, and capable of working effectively, independently and as part of a team. The position will be a combination of virtual and field-work, including onsite meetings and project management at the Cook County Medical Examiner's Office and other regional Coroner Offices. This position allows for professional growth while positively impacting communities.

Essential Duties and Responsibilities

- Participate in the design, administration and monitoring of research projects.
- Ensure compliance with protocol and overall program objectives.
- Assist in data management and preparation of materials for progress updates, submission to granting agencies, and publication.
- Attend project meetings and serve as a liaison between research and direct support teams.
- Engage and guide clinical and community partners in research.
- Work with team to ensure the achievement of quality care and outcomes for families.
- Assist team in a variety of clerical, and administrative tasks in order to maximize the efficiency and effectiveness of the program.
- Research community programs and resources that support the needs of communities impacted by pediatric deaths and the grief and social needs of bereaved families.
- Serves as a resource for HAP Foundation and community partners, including issues, education and current trends in bereavement care following pediatric death.
- Represents the Foundation at community outreach and fundraising events.
- Other duties may be assigned or required for the performance of this position.

Skills and Abilities

- Excellent interpersonal, written, and verbal communication skills with the ability to communicate effectively with internal and external stakeholders.
- Organization, project planning and problem-solving skills
- Familiarity with project management systems such as Airtable, Asana, and research tools such as RedCap are a plus.
- Supportive and collaborative attitude
- Excellent time management skills

Education, Experience & Certifications

- Bachelor's degree in social science or health-related discipline.
- Valid driver's license and auto insurance required

Work Environment and Physical Requirements

- Operates in a professional office environment and routinely uses standard office equipment.
- Travel to off-site meetings and other work locations
- Frequent standing, walking, bending, crouching, and reaching with hands and arms.
- Occasional lifting and moving up to 20 pounds

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

EEO Statement: The HAP Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.