Job Title	Research Coordinator
Employer/ Agency	Hope and Healing Center & Institute
Job Description	**Job purpose**

The HHCI Mental Health Literacy Project aims to evaluate and expand two key training programs—EMPOWER and Mental Health Coach Training—across faith-based organizations and schools. These programs are designed to promote mental health literacy, early intervention, and compassionate referrals through certified training for paraprofessionals and mental health advocates.

As the project enters a critical scaling phase, we are seeking a detail-oriented and mission-driven *Research Coordinator* to support data collection, community engagement, and research efforts essential to evaluating and refining these programs.

Duties and Responsibilities

Data Collection & Organization

Collect, clean, and manage quantitative and qualitative data from surveys, focus groups, and interviews across various organizations.

Assist in the implementation of Pre/Post testing for EMPOWER and Mental Health Coach trainings.

Track and organize key performance indicators (KPIs), including awareness metrics, training completions, and referrals made.

Community Sampling & Fieldwork

Support in recruitment efforts for diverse focus groups and key informant interviews.

Help implement a sector-specific sampling strategy, including participant outreach in churches and schools.

Support logistics and note-taking during focus group sessions.

Research & Evaluation

Assist in reviewing data using structured coding and mixed-method integration approaches.

Collaborate with senior researchers on synthesizing findings across sectors.

Maintain accurate documentation for IRB, compliance, informed consent, and confidentiality standards.

Project Support

Attend weekly team meetings and quarterly advisory committee sessions.

Contribute to the ongoing needs of the project related to data collection and organization, sampling, analysis and reporting.

Support preparation of reports, presentations, and potential academic publications

Qualifications	

- Master's or doctorate degree in Psychology, Social Work, Public Health, Sociology, or a related field (completed or in progress).
- Experience with community-based research or evaluation preferred.
- Strong organizational skills with attention to detail and data accuracy.
- Excellent written and oral communication skills.
- Comfort with diverse populations and cultural humility.
- Familiarity with survey platforms (e.g., Qualtrics or Survey Monkey), statistical software (SPSS, excel, ect.), and AI tools.
- Knowledge of or willingness to engage with other research tools and concepts such as Theory of Change, Logic Models, and Rapid Cycle Improvement.

Salary/Hours	20/hr

Address	717 Sage Road
City, State, Zip	Houston, TX 77056
Contact Person	Matthew Stanford
Email Address	Mstanford@hhci.org
Application Method	To apply, email resume to Matthew Stanford at mstanford@hhci.org
Opening Date	Immediately

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