

Special Projects & Research Assistant Position Institute on Violence, Abuse, and Trauma (IVAT)

Position: Special Projects & Research Assistant (Psychology/Forensics)

Reports to: Research, Publications and Special Projects Manager under the direction of the IVAT President and IVAT Chief Executive Officer

Employment Status: Full-time, benefits-eligible position

Hours: Monday – Friday, 8:30 am – 5:00 pm (40 hours/week, full-time, non-exempt)

Location: San Diego, California

Pay: \$41,600- \$43,000 annual, plus benefits

Contact: Nanette Burton, M.S. (nanetteb@ivatcenters.org)

The Family Violence and Sexual Assault Institute (FVSAI) dba Institute on Violence, Abuse and Trauma (IVAT) invites innovative applicants to submit materials for consideration for a special projects and research assistant position with the opportunity to move to a coordinator role based on expertise, experience, performance, and skill. The ideal candidate will have a minimum of a bachelor's or master's degree and content expertise in areas of psychology, forensics and research, with excellent communication and organizational skills, and familiarity with Microsoft Office and SPSS. This is a full-time, non-exempt on-site position, providing administrative, logistic and research support for national and international training projects, program evaluation or other special projects along with supporting research needs (coding, databases, literature reviews, journal articles, etc.). The successful candidate will be dedicated to providing high-quality service to all constituencies of IVAT. They will exhibit the highest professional standards and ethical principles and will be committed to the tenets of IVAT's Mission and Vision.

The goal of the IVAT research program is to develop the next generation of leaders and innovators in the field of trauma-focused forensic and clinical psychology, research, training and publications. The position includes opportunities for advanced training, education, and applied research.

POSITION SUMMARY

Under the general supervision of the Research, Publications & Special Projects Manager, the special projects and research assistant will provide administrative and research support for IVAT's Research, Training, and Publications Departments and support the planning and organization of assigned special projects and activities.

ASSIGNMENTS AND RESPONSIBILITIES

- Ensure assigned projects adhere to budgetary requirements and timeline
- Create and maintain spreadsheets; format / edit a variety of documents and materials
- Assist with logistics and planning for meetings and events, including national and international training projects
- Research relevant issues, organizations, and event sites

- Distribute project plans, update relevant materials and track progress
- Set meetings and take meeting minutes, record actionable items to ensure appropriate follow-up
- Serve as an information resource for training attendees, presenters, and other collaborating and/or community partnerships
- Collect, organize and edit materials
- Coding and organization of the various databases
- Involvement in program evaluation research, special projects, and related trainings
- Providing support for data analysis on major projects; research information and analyze data using various statistical methods and SPSS
- Organize and respond to project related emails and provide summaries or progress reports
- Regular communication with Supervisor
- Perform other duties as assigned

ADDITIONAL OPPORTUNITIES

- Potential to be involved in publications regarding literature reviews, book reviews, and journal articles in the various areas of family psychology, trauma, child, and forensic psychology as well as aggression, abuse, and assault.
- Participate in and conduct research utilizing the databases and related projects
- Opportunity to provide support and plan training designed for certification programs, large international Summits on violence, abuse and trauma, as well as engage in opportunities to work with local and national agencies and programs.
- Involvement in the editorial process of three peer-reviewed international journals (*Journal of Child Sexual Abuse; Journal of Aggression, Maltreatment & Trauma; Journal of Family Trauma, Child Custody, & Child Development*)

POSITION REQUIREMENTS

Strong candidates will show evidence of excellence in communication, networking, assessment, writing skills, supervisory skills, reasoning, problem-solving, and team building. Research and prior experience in violence, abuse, and trauma fields are helpful. Related nonprofit or administrative experience a plus. This position requires strong and concise communication, respectful and professional interpersonal relationship building, and strong organizational skills with attention to detail.

EDUCATION

Bachelor's or Master's degree in forensic psychology, clinical psychology, criminal justice, social work, or a related discipline.

EXPERIENCE

One-year related experience in administrative duties in a professional environment

Recommended 1-3 years of research or prior experience in fields noted above

Recommended experience and training in research, statistics, SPSS, methodology, and journal articles

KNOWLEDGE

Knowledge/proficiency of programs such as SPSS and Microsoft 365 (Word, Excel, PowerPoint, and Outlook)

Familiarity with Cloud-Based Shared Files, such as Google Drive, SharePoint, Dropbox

Familiarity with Adobe Cloud and marketing/dissemination tools helpful (Constant Contact, Survey Monkey, Canva, Zoom)
Knowledge of nonprofit administration helpful

SKILLS

Effective written, verbal and listening communication skills
Effective and efficient organizational skills
Attention to detail and high level of accuracy
Excellent customer service skills
Possess cultural awareness, humility and sensitivity
Adaptability and sound work ethics
Effective time management techniques to balance a workload involving multiple departments
Self-motivation and a high level of responsibility
Working knowledge of advanced planning; ability to initiate tasks and projects

ABILITIES

Ability to follow established procedures, direction, and guidelines
Ability to successfully work individually and as a team member
Ability to prioritize work tasks and maintain a productive workload
Ability to maintain a high level of accuracy in preparing and entering information
Ability to maintain confidentiality of information related to IVAT services
Ability to utilize sound judgement for problem-solving; knowledge to know when to consult a supervisor
Strong commitment and adherence to timely completion of tasks is required

OTHER REQUIREMENTS

Committed to the mission and vision of IVAT as a social change organization
Maintain a professional appearance and demeanor
Valid California driver license at time of hire
Employment contingent on a successful background check

Ability to be optimistic, positive, and supportive in all interactions with others. Applicants from diverse backgrounds with interest in IVAT's mission of social justice and public health, and upholding diversity, equity, and inclusion of all are encouraged to apply.

APPLICATIONS:

Completed applications should be sent to **Nanette Burton, MS, Research, Publications & Special Projects Manager**. Application materials include:

- Cover letter and CV/Resume
- Recent or graduate transcripts (informal or formal)
- Sample publication, article, report or other relevant work (i.e., PowerPoint, annotated bibliography, essay)
- 2 letters of recommendation
- Availability / anticipated start date

Anti-discrimination Policy: IVAT prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin,

color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identify or associational preference.

IVAT is an Equal Opportunity Employer. IVAT will conduct its programs, service and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972 Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.

SETTING: The Institute on Violence, Abuse and Trauma (IVAT) is a 501(c)(3) nonprofit organization that condemns violence and oppression in all its forms. We stand with all who work for equality and peace. IVAT is a leading international resource, research, direct services, publications, and training center, founded in 1984 as FVSAI and now headquartered in **San Diego, California** with satellite offices in Hawai`i and Maryland. IVAT is a one-stop shop to address and end violence and abuse, and the trauma that is produced. We host 2 international summits annually, edit 3 academic peer reviewed international journals, maintain several research databases, provide program evaluation, consultation, and a wide array of training addressing violence, abuse and trauma-- many of which can be used toward specialty certificates and continuing education. We offer vital professional clinical and forensic services to San Diego County and beyond. We believe collaboration across systems is key to putting an end to violence and abuse. This is an on-site full-time position. Travel may be requested for various projects occurring outside of San Diego, CA.