



**JOB TITLE:** Bilingual Research Coordinator

**EXEMPT/NON EXEMPT:** Non-exempt

**REPORTING TO:** Director of Research and Evaluation

**POSITION DESCRIPTION:** Under the direction of the Director of Research and Evaluation, the Research Coordinator will plan, organize and implement a multi-state research study on the influence of actual and perceived immigration laws on Latino immigrants' abilities and willingness to utilize services for stigmatized conditions of public health (e.g., utilizing health care and services for HIV testing, alcohol or drug use disorders, and intimate partner violence). The project will include assisting with the development of a refined and expanded Immigration Law Scale based on formative research, recruitment, interviews with key informants, focus groups, transcribing, and conducting the surveys with diverse Latino immigrants.

**GENERAL RESPONSIBILITIES:**

1. Coordinate the activities of the research study in collaboration with the Director of Research and Evaluation.
2. Oversee the recruitment of the research participants.
3. Conduct focus groups, surveys, and interviews.
4. Maintain necessary project records and documents.
5. Monitor the progress of the research study.
6. Monitor data collection to ensure accuracy of the study data.
7. Prepare program reports and keep accurate up-to-date records and documentation.
8. Assist in the interpretation of the study findings.
9. Perform any other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

1. Minimum of a bachelor degree from an accredited academic institution.
2. Knowledge of social networking sites.
3. Experience in research projects preferred.
4. Experience running groups preferred.
5. Excellent interviewing skills.
6. Excellent interpersonal skills
7. Excellent verbal/written communication skills in English and Spanish.
8. Knowledgeable about issues related to Latinos, immigration concerns, HIV, and interpersonal violence.
9. Able to work independently and efficiently and have excellent organizational skills with attention to detail.
10. Ability to prioritize assignments and to manage several activities effectively under deadlines.
11. Self-motivated, a problem solver and able to organize job assignments.
12. Strong writing skills.
13. Proficiency in MS Windows, Excel and other programs.
14. Able to meet agency job work hour requirements.

**HOURS:** Full-time position. Some weekends and evenings required.

**SALARY AND BENEFITS:** \$39,000 - \$42,000, commensurate with education and experience. Full benefits consist of health and dental insurance and 403B pension plan.

**FOR FURTHER INFORMATION OR TO APPLY:**

**E Mail:** [hrjobs@bienestar.org](mailto:hrjobs@bienestar.org) (resume and cover letters accepted)

**FAX:** 323 727-0284

**MAIL:** Bienestar Human Services, Attn: Human Resources/Recruitment  
5326 East Beverly Blvd., Los Angeles, CA 90022