**Researcher & Project Coordinator (part-time)** **Job Ref. #20-09**

TERC invites applications for a part-time position of Staff Researcher/Project Coordinator (“R&D2”). TERC is an independent, non-profit organization dedicated to improving science, technology, engineering, and mathematics (STEM) education and expanding opportunities for all. Located in Cambridge, MA, TERC is within walking distance of Davis Square and Porter Square on the MBTA red line. For more information, see: www.terc.edu.

The Researcher/Coordinator’s initial projects will include a 4-year photo elicitation research study about the experiences of Native students and professionals in STEM (with partners University of Georgia and the American Indian Science and Engineering Society); a 6-month arts-informed research study on LGBTQIA+ faculty of color in STEM; and a 3-year project involving the development and delivery of workshops and webinars to teach literature synthesis methods and synthesis proposal development skills using STEM equity and inclusion literature. The position may be in-person and/or virtual.

The Researcher/Coordinator’s responsibilities include but are not limited to: keeping projects on schedule; organizing logistics and content of in-person and virtual events; assisting team leaders with the development of surveys, interview protocols, workshops, and webinars; collecting, organizing, and cataloging large data sets; interfacing with participants, advisors, and evaluators as needed; and assisting with data analysis and dissemination. Projects are primarily funded by the National Science Foundation.

Requirements:
- preferred M.A. or M.S. or above in education or related social science field, or in Ph.D. program;
- experience with social science research methods, especially interviewing and literature syntheses;
- excellent organizational and time management skills;
- comfort and experience with virtual platforms for attending team meetings, conducting interviews and co-delivering webinars;
- curiosity and willingness to learn on-the-job;
- abilities to work independently and on own initiative;
- abilities to demonstrate strong writing and analytic skills and oral communication skills;
- excellent interpersonal skills and abilities to work with members of diverse groups;
- flexibility to travel for data collection and dissemination (when safe to do so);
- familiarity with qualitative coding software (e.g., NVivo) is helpful but not required;
- knowledge of Native cultures, LGBTQIA+ issues, social justice and/or STEM education issues is a plus.

The work will be for approximately 20 hours per week and will begin in October/November 2020. Applicants must be eligible to work in the United States without sponsorship. Compensation commensurate with experience will be provided. Application process will remain open until job is filled.

Please submit a resume and statement of interest, and any inquiries, to **researchposition2020@terc.edu**. No phone calls please and no recruiter or agency inquiries.

***TERC is an equal opportunity employer.  We place a high priority on developing a staff that reflects the diverse communities we serve.  We encourage people from all backgrounds to apply.***