



Richmond Poverty Response Committee Research Assistant

Duration: 10 Months

Weekly time requirement: 3-5 hours/week

Application deadline: **November 15, 2016**

The Richmond Poverty Response Committee (PRC) was established in the year 2000. The Richmond PRC is *“a coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education.”* We meet monthly as a coalition to discuss gaps in services for low-income individuals and families and work with community groups to fill those gaps.

The project – *Eliminating Barriers to Participation in Community Services and Civic Engagement* – consists of hosting Conversation Circles to identify stories from people experiencing poverty in Richmond with the goal of identifying and supporting community leaders and people in self-organizing and self-determination.

We are looking for a smart, motivated, and energetic intern to join the Richmond Poverty Response Committee over the next 10 months. The ideal intern would be a student studying social sciences, sociology, history, anthropology, or community development or planning and have an interest in addressing poverty through civic engagement. You are looking to gain experience in research initiatives that further social change among minority and socioeconomically challenged individuals in the region.

Benefits:

- Firsthand experience at the cutting edge of social change and anti-poverty work
- On the job training to hone and develop:
 - Community research ability
 - Data analysis
 - Facilitation of Conversation Circles
 - Written and verbal communication
- An incredible reference for future professional engagements
- An honorarium of \$1,000 may be available contingent on availability of funding

Position Description:

The Research Assistant is responsible for supporting the project team in facilitating, compiling and analyzing data obtained from Conversation Circles over the course of the project.

- Attend training on Conversation Circle facilitation and techniques
- Facilitate, note take, and analyze seven Conversation Circles
- Assist the project team in developing communication materials (e.g. factsheets, report, media posts)
- Assist in the organization of an Action Forum in the Spring/Summer of 2017.
- Facilitate discussions, note take and analyze data and stories from the Action Forum
- Review and summarize literature on self-advocacy and self-determination, network development, and other strategies for addressing poverty.

Desired Qualifications

- Knowledge and experience in conducting community-based research
- Experience in analysis of qualitative data
- Experience in working with community groups and/or non-profit organizations
- Strong written and verbal communication skills
- Strong team player
- Professional and organized
- Proactive attitude

How to Apply

Email Project Coordinator, Colin Dring at ccdring@gmail.com with “RPRC - Research Assistant App 2016” in the Subject Line, and attach a copy of your resume and cover letter

Due to the high volume of applications, only successful applicants will be contacted.