**Position Title:** Research/Executive Assistant

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We welcome applicants from diverse racial and ethnic backgrounds, sexual orientations, and lived experiences of homelessness and recovery. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a full-time Research/Executive Assistant to provide research support to the CEO and administrative support to the CEO, Founder, and senior management. In this role, the Research/Executive Assistant will also provide program support on projects as needed.

**Responsibilities:**

- Assist with general and academic research, including gathering and analyzing data, conducting literature searches; and preparing literature reviews, summaries, and reports.
- Conduct and report on field research, including interviews, focus groups, and community events. This may require travel within the U.S.
- Provide support to the CEO, Founder, and senior management including scheduling conference calls, meetings, and travel.
- Provide support for development of proposals and administration of other projects.
- Perform other duties as assigned.

**Education and Work Experience:**

- Bachelor’s degree or four years of experience.
- Three years of progressive responsibilities as a Research, Administrative, or Executive Assistant a plus.
- Excellent writing and oral communication skills.
- Excellent project management skills.

**Other Requirements:**

- Understanding of accepted ethical research practices.
- Extremely accurate attention to detail.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Word, PowerPoint, and Excel.

**Location:** The Center for Social Innovation’s main office is in Needham, Massachusetts. We also have employees living across the U.S. The position is a Massachusetts-based position.

**To apply,** please send a cover letter, salary requirements, and resume with “Research/Executive Assistant” in the subject line to Human Resources at apply@center4si.com.