

Research Associate, Youth Programs

Department: Youth and Community Services
Reports to: Director, Youth Program Development
Status: Contract
Location: Remote, must be located in the tri-state area

About NYRR

New York Road Runners was founded in 1958 when a small group of passionate runners vowed to bring running to the people and has grown from a local running club to the world's premier community running organization. NYRR's mission is to empower everyone, of all ages and abilities—beginners and competitive athletes, the young and the elderly, adult professionals and underserved schoolchildren—to improve their health and well-being through the power of running and fitness.

New York Road Runners is an Equal Opportunity Employer

About Youth and Community Services

New York Road Runners has been offering free youth running programs in schools and at community centers since 1999. Starting in one borough of New York City with one school and 15 kids, we've grown to serve all five boroughs, the tri-state area and 48 states nationwide. The department also partners with the Youth Events team at NYRR to put on 100 free races and events each year across NYC. NYRR's youth platform, Rising New York Road Runners, is designed to build fitness skills in ways that work for kids of all ability levels in grades pre-K through 12th grade and instill the confidence and motivation to stay healthy and active for life. We provide all the tools, from instructor training and resources to equipment and free incentives as kids reach milestones.

About the Position

The Youth and Community Services team has received funding in partnership with Tufts University from the NIH for SPLASH, a study to develop and evaluate the impact of a multi-level physical literacy-focused intervention of Rising New York Road Runners that will increase elementary school children's participation in physical activity. Study activities will occur in NYC and the greater Boston area and include: designing a theory-based family engagement physical activity intervention with families; a pilot trial of this new intervention in NYC public schools; and an impact evaluation of the intervention over one school year. This position is responsible for the project management of NYRR's role in the project and the relationship with Tufts.

It is a key leading role in the implementation of the study, including maintaining communications and correspondence with external partners, consultants, and study sites; planning and managing the organization and coordination of project meetings and events; supporting the development of content; and maintaining accurate records and documentation of study activities.

This position is funded through May 2022 with future funding contingent upon successful reapplication and approval from NIH for Phase 2.

Brief Overview

This part-time, temporary position will work with Youth Programs project staff and our research partners at Tufts University to support the research and management of the government-funded grant to develop and evaluate the impact of a physical literacy-focused program for elementary school children in NYC and Boston area public schools.

Job Responsibilities

- Manage NYRR project planning, and ensure that pre-established work scope, study protocol, and regulatory requirements are followed
- Develop project logistics and ensure quality of all deliverables
- Serve as principle administrative liaison for the duration of the project, overseeing and coordinating the provision of administrative and training services to principle investigators
- Collaborate cross-divisionally and with Tufts University staff on the development and execution of the pilot content and communication assets for schools and families including modification of content and marketing copy as applicable, review of behavioral change language, and management of translations
- Oversee the day-to-day activities of any technical support staff specifically engaged in carrying out research protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives
- Oversee/administer research study associated activities in New York City
- Manage recruitment and coordination of research subjects, as appropriate in New York City
- Monitor the progress of research activities; develop and maintain records of research activities and share progress reports and meeting notes
- Assist with other program related research activities within YCS as required.

Job Requirements

Experience:

- Minimum of two years' experience in program/project coordination or equivalent combination of education and experience

Education:

- Masters' Degree, or working toward one, in health, education, or related field

Skills and Attributes:

- Proficiency in using various Microsoft Office applications such as Word, Excel, Power Point, Outlook, and Teams
- Familiarity with Salesforce
- Attention to detail
- Excellent communications skills, including written and oral
- Willingness to work weekends as needed
- Ability to interface with all levels of management and must work and communicate effectively with both internal and external stakeholders
- Ability to work in a team environment as well as independently
- Heart, humor and a commitment to our youth and community services mission

Other Requirements:

- Human Subject Research Certification
- Must be willing to be fingerprinted