HIRING: Research Coordinator/Manager
DEADLINE: November 16, 2023
LOCATION: Remote (any)

Global Insight is looking for a skilled Research Coordinator/Manager to oversee and direct our portfolio of research, evaluation, and data projects. This person must have a background in research, ideally training and experience in mixed-methods, and project management. Our team needs someone comfortable and practiced working across projects, time zones, and cultures. The ideal candidate is extremely organized and detail oriented, and has ideas about how to create greater collaboration and efficiency across teams of researchers. The Research Coordinator/Manager must be calm under pressure and an expert juggler of moving parts, projects, and deadlines. You should feel comfortable managing-up and enjoy sending 'friendly reminder' emails. The Research Coordinator/Manager should have open and flexible availability.

The ideal candidate for this job is a trained researcher with 5-10 years of experience who is very organized and great with project management. You have served in similar roles, or even as Team Lead/PI, in the past. While not a requirement, it is an added plus if you have experience in the Global South and developing contexts. The Research Coordinator/Manager can be located anywhere in the world, but you must have strong wifi, your own computer (with Windows Office Suite products), and be willing and able to work some US hours each week. This will be a part-time role (50% time), but we anticipate the role growing to full-time.

About Global Insight
Global Insight bridges the gap between research and practice. Our team of academic scholars and independent researchers produce data-driven, gender-sensitive, multi-methods empirical research that answers our most challenging questions in fragile contexts. We are experts in a range of quantitative and qualitative approaches, preferring to develop multi-method studies. Our commitment to scientific rigor is matched by our dedication to research that is unafraid of tackling sensitive questions and working in the most challenging contexts. Our work often takes the form of applied research, program evaluation, and novel data science projects. We also offer one-off and full-series courses for those undertaking scientific multi-methods research, analyzing and interpreting data, and applying findings in complex settings. We seek to foster partnerships between practitioners, philanthropic and private sector donors, and researchers. Findings from our work are shared with external audiences, including policymakers and donors, during events held throughout the year.

Responsibilities: The overall goal for this position is to help our research teams ensure scientific rigor, quality assurance and project timeliness, and elevate both project and team member performance.

– Manage project progress across Global Insight's portfolio of projects.
– Set and hold Global Insight's research teams accountable to deadlines.
– Quality assurance of methodological design and implementation, and deliverables.
– Creative brainstorming and find solutions to often unforeseen challenges.
– Answer questions and offer technical advise as they arise in research teams.
– Connect research teams to the technical resources they might need during a project.
– Work with admin to ensure timely invoicing (to clients) and payments (to research team members).
– Partner with communications team members to ensure they inputs needed for external-facing outreach.
– Daily use of Slack and consistently prompt email use.
– Located anywhere, but must have consistent wifi access.

Qualifications:

– 5 years of experience for Research Coordinator. 7-10 years of experience for Research Manager.
– Advanced degree in international development, international studies, political science, sociology, gender studies or similar.
– Advanced training and experience in research methods, ideally mixed-methods.
– 5+ years of full-time or part-time project management experience, including using applications like Slack, Asana, Zoom, Teams, Google Drive, Dropbox, and so forth (required). Experience as a Team Lead/PI is an asset.
– Demonstrated experience managing a portfolio of projects.
– An understanding of research and/or evaluation process from methodology through to data collection and report writing (major asset).
– Excellent writing skills and professionalism on email.

Compensation: Commensurate with experience. This is a part-time (50% time) position at the moment. We anticipate the role growing.

How to apply: Please send your CV/resume and a 1-page cover letter to admin@g-insight.org by November 16, 2023. Use "Application: GI Research Coordinator/Manager" in the subject line of your email. Questions are most welcome and can be submitted to the same email above.