Volunteer Development Research Assistant

Function
Assist Development Manager, and on occasion the Program Coordinator in descriptive, exploratory or experimental research; publication activities, data collection, data management and/or data analysis. Volunteer works under the direct supervision of the Development Manager.

Core Responsibilities
- Prepare, manipulate, and manage extensive databases.
- Facilitate gathering of materials and data for various projects and reports; write summaries of project findings as requested.
- Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- Verify the accuracy and validity of data entered in databases; correct any errors.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Research topical areas as requested including the completion of comprehensive literature and web searches.
- Other job-related duties as assigned.

Qualifications
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, navigating databases, and other office procedures. Other skills and discipline-specific knowledge may be required depending on the project for which you will be conducting research.

How To Apply
Contact Matt York, myork@ompt.org or Jonathan King jking@ompt.org (530.343.7868)