Looking for work that matters?
We're hiring! Join our team.

DeKalb PUBLIC HEALTH

We are Accepting Applications for the Following Position:
Hourly Research Assistant (10666)

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb Public Health works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com

POSTING DATE: 10/23/2026 **APPLICATION DEADLINE:** 11/23/2026

LOCATION: **Richardson Health Center**
DIVISION/DEPARTMENT: **Community Health - HAP**
SALARY INFORMATION: **$ 26.00 Hourly / Pay Grade TPW / Job Code HCP092**

DUTIES: Under limited supervision, the Hourly Research Assistant supports grant-specific program activities for the Georgia Community-Engagement Research Alliance (GA CEAL) Reimagined Environments and Systems Together for Outcomes through Research and Evaluation for Sustainability (RESTORES) project, funded by the National Heart, Lung, and Blood Institute (NHLBI), National Institutes of Health (NIH).
The project focuses on diabetes prevention among Black and Hispanic/Latinx parents and children in urban and rural communities throughout Georgia. The Research Assistant assists with planning, implementing, monitoring, and evaluating research activities, including participant recruitment, qualitative and quantitative data collection, data analysis, community engagement, and dissemination of research findings. This position works collaboratively with Morehouse School of Medicine, community partners, community health workers (CHWs), and department staff to support project objectives, deliverables, and timelines.

Essential Duties and Responsibilities
Research Planning, Implementation, and Evaluation

- Assist with planning, coordinating, implementing, and evaluating research activities in accordance with project objectives, approved protocols, and grant requirements.
- Support research activities focused on diabetes prevention among Black and Hispanic/Latinx parents and children in urban and rural Georgia communities.
- Conduct research activities and assist with the collection, analysis, interpretation, and organization of qualitative and quantitative data.
- Assist with identifying, implementing, and evaluating participant recruitment strategies.
- Support the development, preparation, and use of research instruments, data collection materials, and related resources.

Data Collection and Analysis

- Assist with conducting focus groups, key informant interviews, surveys, and other qualitative and quantitative data collection activities.
- Support the use of data collection and analysis tools and software, including MAXQDA and Qualtrics.
- Assist with preparing interview guides, focus group protocols, surveys, questionnaires, and other research materials.
- Organize, maintain, and review research data and records for accuracy, completeness, and consistency.
- Assist with analyzing and interpreting findings to support project evaluation, reporting, and continuous improvement.

Community Engagement and Participant Recruitment

- Assist with recruitment and community engagement activities in partnership with community health workers, Morehouse School of Medicine, community organizations, and department staff.
- Support community-based recruitment strategies designed to engage Black and Hispanic/Latinx parents and children in diabetes prevention research.
- Assist with coordinating community outreach activities, events, and engagement opportunities.
- Work collaboratively with CHWs and community partners to support participant engagement and project participation.
- Assist with preparing outreach materials and coordinating event schedules, calendars, and related logistics.

Research Compliance and Project Coordination

- Assist with preparing, organizing, and managing Institutional Review Board (IRB) submissions and related research documentation.

- Coordinate with project staff to support compliance with approved research protocols and applicable requirements.
- Maintain accurate and organized records of research activities, project communications, and data collection efforts.
- Attend project meetings and contribute to discussions regarding project progress, challenges, deliverables, and timelines.
- Assist with preparing biweekly project reports, tracking deliverables, and monitoring progress against established timelines.
- Communicate relevant updates and coordinate activities with internal staff and external project partners.

Scientific Writing and Dissemination

- Review published scientific literature relevant to diabetes prevention, community engagement, health equity, and related research topics.
- Assist with summarizing research findings and preparing materials for peer-reviewed manuscripts, conference abstracts, presentations, and other scientific submissions.
- Support the preparation of reports, presentations, and other internal or external communications related to project activities and findings.
- Participate in relevant professional development opportunities to strengthen research knowledge and skills.

Program Development and Administrative Support

- Assist with coordinating project calendars, community events, outreach activities, and related logistical arrangements.
- Contribute to the preparation of proposals, grant-related materials, and business development activities as needed.
- Provide administrative and research support to ensure timely completion of project activities and deliverables.
- Perform other related duties as assigned to support project goals and departmental priorities.

Collaboration, Communication, and Professional Practice

- Collaborates with project leadership, Morehouse School of Medicine, community health workers, community partners, and department staff to support coordinated research activities.
- Communicates research updates, recruitment progress, data collection needs, and project concerns clearly and professionally.
- Maintains effective working relationships with individuals from diverse backgrounds and communities.
- Supports community-engaged research practices that promote respectful participant interactions and meaningful community involvement.
- Handles research information and participant records responsibly and in accordance with applicable confidentiality and research requirements.

Behavioral Competencies

- **Research and Analytical Skills:** Ability to assist with research design, data collection, analysis, interpretation, and evaluation.
- **Attention to Detail:** Ability to maintain accurate records, follow research protocols, and prepare complete documentation.
- **Communication:** Ability to communicate effectively in writing and verbally with research teams, community partners, and participants.
- **Organization and Time Management:** Ability to manage multiple research activities, deadlines, reports, and deliverables.
- **Collaboration:** Ability to work effectively with multidisciplinary teams and community partners.
- **Community Engagement:** Ability to support outreach and recruitment efforts involving diverse populations and community stakeholders.
- **Adaptability:** Ability to adjust to changing project priorities and research needs.
- **Professional Integrity:** Ability to exercise discretion and follow applicable research ethics, confidentiality, and compliance requirements.

MINIMUM QUALIFICATIONS: A Master's degree in a related field from an accredited college or university **and two years of experience** performing work related to the area of assignment

OR

A Bachelor's degree in a related field from an accredited college or university **and five years of experience** performing work related to the area of assignment

OR

One year of experience at the lower-level Healthcare Program Consultant 2 (HCP091) or an equivalent position.

PREFERRED QUALIFICATIONS:

In addition to meeting the minimum qualifications, preference will be given to applicants who possess:

- A master's degree in public health, health education, or a related field.
- Experience in community engagement, community outreach, or community-based research.
- Experience supporting qualitative and quantitative research activities, including interviews, focus groups, surveys, and data analysis.
- Familiarity with research data collection or analysis software, such as MAXQDA and Qualtrics.
- Experience assisting with IRB submissions, research documentation, grant-funded projects, or research reporting.
- Experience reviewing scientific literature and assisting with manuscripts, conference submissions, or research presentations.
- Experience working with community health workers, community-based organizations, or academic research partners.
- Experience engaging diverse populations, particularly Black and Hispanic/Latinx communities.
- Knowledge of diabetes prevention, health equity, or community-based public health initiatives.

Working Environment

Work is performed in an office, research, and community-based setting. Duties may require participation in meetings, community outreach events, focus groups, interviews, and other activities at various locations. The position may involve collaboration with external academic institutions, community partners, and public health personnel.

Physical Requirements

Must be able to perform the essential duties of the position, including computer-based research and documentation, communication with project partners and participants, and participation in meetings and community-based activities, with or without reasonable accommodation.

Other Duties

This description reflects the general nature and level of work assigned to this position and is not intended to be an exhaustive list of all responsibilities. Duties and responsibilities may be modified as project requirements and departmental needs change.

NOTE: Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not every applicant will receive an interview and only those selected for an interview will be notified. We have the right to close any position at any time.

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at **www.dph.georgia.gov**

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Brittany.leslie@dph.ga.gov

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.