



RESEARCH + ACTION PROGRAM MANAGER

The Laboratory to Combat Human Trafficking (LCHT) is seeking a dedicated Research Manager to support the Research + Action Program for the Laboratory to Combat Human Trafficking. Responsibilities include technical execution of research projects; supporting research staff; and working in coordination with other LCHT staff to support programs as guided by the LCHT Management, Evaluation and Learning Plan.

ABOUT LABORATORY TO COMBAT HUMAN TRAFFICKING

The Laboratory to Combat Human Trafficking is a leader in Colorado's anti-trafficking movement. Since 2005, we have trained over 65,000 professionals and community members; conducted research to drive action and inform policy change; operated the statewide 24/7 human trafficking hotline; and developed over 200 future human rights leaders.

LCHT's signature longitudinal research project is the ***Colorado Project to Comprehensively Combat Human Trafficking (Colorado Project)*** and is a key point of reference for the Research + Action Program, which supports all of LCHT's programs. This community-based participatory research project is designed to empower Colorado's communities with a model to create a shared understanding of existing anti-trafficking efforts, followed by a collective approach to more effectively support community-tailored responses to human trafficking.

POSITION SUMMARY

The Research Manager works under the general supervision of the Research Director to support project management of LCHT research projects and tactical problem-solving. This position is responsible for ensuring research project outputs are produced on-time and on-budget. This is a full-time salaried position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Research Manager is responsible for the project management of assigned research projects and various other research activities under the guidance of the Research Director, including the following:

- Proactively project manage assigned research projects including:
 - Coordinate work between resources and ensuring clear communication;
 - Develop tracking processes to ensure a transparent understanding of task progress;
 - Manage quality control on all tasks - ensuring the work is completed on time and on-budget;
 - Proactively adjust timelines, allocated resources, and expectations up until delivery;
 - Maintain accurate and timely records for research work
- Conduct specific research tasks including:
 - updating literature reviews relative to research project(s) and policy needs;
 - supporting planning and execution of research protocols;
 - collecting, analyzing and reporting/ publication of findings; and
 - support supervision of leadership development program interns assigned to Research + Action.

QUALIFICATIONS

Education and Experience

- Minimum M.A./ M.S./ MPH in Social Sciences area, including training from Research Intensive Institution. Fields of Psychology, Sociology, Public Health, Criminology, Anthropology, and/or Gender Studies strongly preferred.
- Demonstrated multidisciplinary knowledge of human trafficking

- Seven or more years of experience in quantitative, qualitative, and social justice (multidisciplinary and multi-method) research design, including community-based participatory research design
- Program management experience, including development, implementation, and evaluation; demonstrated ability to sustainably scale a program without overwhelming its capacity for change
- Emergent record of scholarly presentations directly related to or adjacent to human trafficking

Knowledge, Skills and Abilities:

- Possess individual initiative
- Highly analytical with exceptional organizational skills
- Ability to work independently
- Technically proficient and accurate
- Proactive and solution-focused response to issues that arise
- Outside-of-the-box problem-solving
- Constructive team management, tracking, and mentoring
- Effectively communicate in both written reports and presentations
- Possess attention to detail with eye on long-term objectives
- Superior multitasking and instinct for what to prioritize.
- Self-awareness and ability to discern how one's own lived experiences can impact sustainability in human rights work; demonstrated commitment to self-care and access to/willingness to access a community of support and/or resources that promotes longevity in the field
- Demonstrated project management skills, personnel and budgets
- Strong interpersonal skills: including trust building, communication, listening, and personal engagement/networking.
- Exemplary communication (writing and public speaking) skills, including teaching/ training settings

WORK ENVIRONMENT

- Hybrid work schedule, with both in-office and work at home.
- The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to sit; use hands to point, handle, or feel; and communicate effectively with others. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, or crouch. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision.

SALARY AND BENEFITS

Starting Salary Range, depending on experience - \$70,000-78,000/year + a generous benefits package

LCHT offers a competitive benefits package including 100% employer paid medical, and 75% dental and vision insurance; SIMPLE IRA tax-deferred individual retirement account; professional development; and annual paid vacation, wellness hours, and holidays.

REQUIRED APPLICANT DOCUMENTS

To apply for this position, please submit the official application form with required attachments at combathumantrafficking.org/job.

- Resume / Curriculum Vitae
- Cover letter
- Academic/ Research writing sample
- List of references



Equal Opportunity Disclosure / Non-Discrimination Policy

In recognition of its commitment to social justice and responsibility to provide equal opportunity to all peoples, LCHT actively seeks diversity among its Board of Directors, staff, interns, volunteers, members, clients, and contractors. LCHT does not discriminate on the basis of race, color, creed, national origin, ethnicity, sex, religion, age, gender, disability status, political beliefs, sexual orientation, gender expression, gender identity, perceived gender identity, class, appearance, veteran status, military obligations, marital status, family structure, or any other characteristic protected by law