



JOB ANNOUNCEMENT

Position Title:	Project Assistant
Application Deadline:	October 31, 2024
Position Availability:	As needed, depending on project requirements
Location:	Oceanside, CA
Position Type:	Part-time, temporary, hours as needed
Position Pay:	\$21/hour

ABOUT THE COMPANY

Action Research is a behavior change consulting firm that specializes in the application of behavioral and social science research to outreach programs that promote safe, healthy, and sustainable communities. Founded in 2001, Action Research has gained international recognition as a leader in developing effective behavior change programs based on community-based social marketing. We have a global clientele that includes dozens of governmental agencies, non-profit organizations, and private companies that are seeking to promote sustainability.

POSITION SUMMARY

The **Project Assistant** position supports a wide range of research, evaluation, and creative activities associated with behavior change programs in the domains of environment, health, and public safety. Hours are available on an as-needed basis, and job duties may vary based on assignment.

QUALIFICATIONS

- Associate degree, certificate or equivalent
- Familiarity with Microsoft Office applications, including Outlook, Word, Excel, and Access
- Excellent written and verbal communication skills
- Ability to follow instructions and protocols
- Ability to work both independently and within a team
- 1+ year experience in art production or graphic design
- Strong technical knowledge of Adobe Creative Suite, particularly Adobe InDesign, and Illustrator

RESPONSIBILITIES

- Collect research data in the field utilizing intercept and observational methods
- Enter research data into a spreadsheet or database program
- Assist with preparing surveys for mailing including folding, addressing, and assembling
- Organize and collate survey documents
- Conduct door-to-door delivery of educational materials
- Staff community outreach events
- Create production files for a range of print and web-based marketing materials
- Refresh existing artwork based on new designs and guidelines
- Make various formats of supplied artwork production ready and resolve any artwork issues that arise during production

EMPLOYMENT REQUIREMENTS

- Pass a criminal background check

APPLY NOW

Applicants with public outreach, research, and/or graphic design experience are welcome. Please send your cover letter and resume to: stubblefield@actionresearch-inc.com

EQUAL OPPORTUNITY EMPLOYER

www.actionresearch-inc.com