



**Position Recruitment Notification  
For External Candidates**

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**Job Classification:**                      **Research Assistant**

**Department/Division:**                      **Village Manager's Office / DEI**

**Employment Status:**                      **Part-time**

**Hourly Salary/Grade:**                      **\$24.26/hr. - \$29.71/hr. +/- DOQ/Grade 2**

**FLSA:**                      **Non-Exempt**

**Union:**                      **Non-Union**

**Employment Commission:**                      **N/A**

**Deadline for Application:**                      **Until position is filled**

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**POSITION SUMMARY:**

This is a single class position under direction of the Chief Diversity, Equity, and Inclusion (DEI) Officer. This employee is responsible for assisting in advancing diversity, equity, and inclusion strategies, operations, and research through data collection, management, analysis, visualization, and reporting of measures and metrics. This employee is also responsible for assisting in the facilitation of community engagements to help evaluate and guide equitable development and implementation of Village policy, programs, and services from an equity impact praxis.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:  
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=671340677>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## RESEARCH ASSISTANT

**Department:** Village Manager's Office

**FLSA:** Non-Union Non-exempt

**Pay Band:** 11-GS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the general direction of the Chief Diversity, Equity, and Inclusion (DEI) Officer, the DEI Research Assistant will be responsible for assisting in advancing diversity, equity, and inclusion strategies, operations, and research through data collection, management, analysis, visualization, and reporting of measures and metrics. This includes but is not limited to, conducting data collection, data cleaning, database management, descriptive analysis, and dissemination to transform data into valuable insights and actionable knowledge.

The incumbent provides subject matter expertise in the professional practice of assessing and employing equity and inclusion strategies and delivering DEI analytics. Will track execution of racial equity action plans, extract key insights from quantitative and qualitative data with key takeaways and provide next steps to incorporate into reports, briefings, action plans, and other related documents; evaluate new policies, standard order of procedures, and community-based initiatives with the use of racial equity tools to determine DEI impact on the Village of Oak Park

The incumbent will also work collaboratively with Village staff while also assisting in the facilitation of community engagements to help evaluate and guide equitable development and implementation of Village policy, programs, and services from an equity impact praxis. As well provide subject matter expertise in the evaluation of the intersectional and interlocking systems of oppression from a racial equity lens. Will also foster an inclusive community culture and positive intercultural relations; enabling opportunities for community reconciliation where necessary; and preserving and advancing Oak Park's policy and operational commitment to being a welcoming community.

### **SUPERVISIONS RECEIVED AND EXERCISED**

Receives general administrative direction from the Chief DEI Officer



**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

**Essential duties and responsibilities**

1. Provide innovative data driven solutions to meet DEI needs and goals
2. Evaluate current racial equity impact needs for the Village
3. Support the development of a DEI dashboard and provide reports to leadership team
4. Oversee and guide DEI gap analysis in a service delivery model
5. Supports the day to day operations for the Office of Diversity, Equity and Inclusion
6. Develop DEI Impact priorities and oversee the implementation of these priorities.
7. Prepare, format, and clean research data in support of specific projects.
8. Assist with development or selection of racial equity assessment tools
9. Aid in the development and/or preparation of interview questions.
10. Manage and implement literature review related tasks including development of research strategies, protocols, extraction templates, analytic plans and reports.
11. Extract key insights from quantitative and qualitative data with key takeaways and next steps to incorporate into reports, briefings, action plans, and other related documents
12. Implement qualitative research methodologies and techniques, including data collection, recording and analysis of learnings and stories
13. Assist in coordinating aspects of equity and inclusion projects/initiatives, some data collection, data entry and analysis, synthesizing information, report writing, and presentation of results to stakeholders.
14. Maintain comprehensive understanding of best practices for DEI impact implementation
15. Assist in organizing research and other activities with initiative partners to minimize redundancies and align strategies
16. Performs related duties and responsibilities as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Advanced practical experience of diversity, equity, and inclusion policies, procedures, and programming
- Quantitative and qualitative data handling skills using standard data management tools
- Strong problem solving and planning skills



- Strong facilitation and presentation skills that is responsive to different audience types
- Experience with community engagement or community organizing
- Principles and practices of community and civic engagement.
- Current social, political, and economic trends and problems of municipal government as they relate to Racial Equity.
- Research and reporting methods, techniques and procedures.

**Ability to:**

- Advanced practical experience of diversity, equity, and inclusion policies, procedures, and programming
- Quantitative and Qualitative data handling skills using standard data management tools
- Strong problem solving and planning skills
- Strong facilitation and presentation skills that is responsive to different audience types
- Experience with community engagement or community organizing
- Principles and practices of community and civic engagement.
- Current social, political, and economic trends and problems of municipal government as they relate to Racial Equity.
- Research and reporting methods, techniques and procedures.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*



### **Experience and Training Guidelines**

**Experience:** Three (3) years of social science research in the areas of diversity, equity and inclusion, community engagement, and/or or anti-racism work. Background in municipal government or related fields is a plus.

**Training:** Equivalent to a master's degree from an accredited college or university with major course work in research methods, organizational development, education, psychology, sociology, social work, business administration, or a related field, or a combination of experience and education that is equivalent. A master's degree in a qualified area is preferred.

### **WORKING CONDITIONS**

Flexible work hours and remote work opportunities are available upon approval of the supervisor, as work duties permit. Primary Office location at Village Hall, with possible local travel to offsite meeting locations for community engagement and external partners.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.