



EPISCOPAL HEALTH
FOUNDATION

Job title: Foundation Research Assistant

Duration: January through June, 2021

Reports to: President and CEO

Position Summary: The Episcopal Health Foundation is seeking a Research Assistant to support the President by conducting research and writing support on a variety of issues such as health, health equity, health system reform, and the field of philanthropy.

Scope of Work:

- Conduct in-depth research and literature reviews in support of the President/CEO's work
- Assist the President in the creation of content for journal articles, blogs, and/or op-ed

Qualifications and Skills:

- Graduate or Doctoral student enrolled in a public health or social science program with an interest in health and health policy
- Knowledgeable about health, health system reform, and the social determinants of health
- Understands the rigors and standards of journal publication
- Excellent written and oral communications skills
- Strong experience in background research and literature reviews
- Experience with successful submission of written work for publication is a plus
- Strong interpersonal skills
- Proven ability to work independently and in a collaborative team environment
- Ability to prioritize projects and meet deadlines and support others in doing the same
- Demonstrates skills and working knowledge of Microsoft Office suite of applications, including Excel, PowerPoint and Word

Compensation:

Hourly wage: \$25

Hours per week: 15-20 hours but may vary depending on work

All employees are expected to comply with EHF values, EHF citizenship expectations and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.

About the Episcopal Health Foundation:

The [Episcopal Health Foundation \(EHF\)](#) believes all Texans deserve to be healthy. EHF is committed to transform the health of our communities by going beyond just the doctor's office. By providing millions of dollars in grants, working with congregations and community partners, and providing important research, we're supporting solutions that address the underlying causes of poor health. EHF was established in 2013 and is based in Houston. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works to help 10 million people across [57 Texas counties](#). ***#HealthNotJustHealthcare***

Interested candidates should apply at <https://www.episcopalhealth.org/about/work-with-us/> The position will remain open until filled.