



About Texas Health Institute

Texas Health Institute (THI) advances the health of all Texans by driving community health, evidence-informed research, and systems change. Founded in 1964, THI is a Texas-focused, nationally engaged nonprofit that works across sectors to produce clear, actionable data and partner with communities to remove barriers to health—making it an ideal, mission-driven place for an entry-level research professional to gain hands-on experience in data collection, program evaluation, policy analysis, and community-centered public health practice.

The Position

THI is searching for a Research Assistant to support collaborative and strategic research within the Research & Evaluation team. The assistant must have a strong interest in working with community-level stakeholders to advance health, a willingness to learn, and strong analytical and research skills. This includes the ability to support quantitative and qualitative research; experience managing, analyzing and interpreting data; strong writing and communication skills; and commitment to principles of participatory research.

The assistant will:

- Assist with research projects, especially [Community Health Needs Assessments \(CHNAs\)](#)
- Help design surveys, interview guides, and focus group questions
- Support scheduling, recruitment, and logistics for community-based research
- Collect, organize, and analyze both qualitative and quantitative data
- Create charts, tables, and summaries to communicate key findings
- Prepare materials for presentations, grant proposals, and reports
- Collaborate in internal and external team meetings
- Perform other duties as assigned

Qualifications & Experience

We understand that people gain skills through various professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

- A bachelor's degree in a related field with 3-5 years of experience
- Knowledge of participatory, qualitative and/or quantitative data analysis
- Knowledge of principles of survey research.
- Experience working with community-based organizations or community leaders.



- Strong analytical and critical thinking skills, intellectual curiosity, and initiative.
- Strong writing and editing skills.
- Strong organizational skills, attention to detail, ability to prioritize multiple tasks within an overall project plan, and ability to complete projects under time constraints.
- Ability to be self-motivated and flexible, and to work independently and as part of a remote team.
- Passion for learning and a growth-mindset.
- Excellent computer skills including proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications & Experience):

- Foundational understanding of community health needs assessments
- Experience with dashboarding and mapping software (e.g., ArcGIS, Tableau, Power BI)
- Fluency in a second language such as Spanish
- Experience with survey and community-engaged research
- Experience with R and Atlas.ti

Salary & Benefits

This is a full-time position with a competitive salary range of \$26 to \$28 per hour. We anticipate a fairly regular schedule of 30 to 40 hours per week conducted between the hours of 8am to 6pm. The range has been established after a comprehensive analysis of market data, industry benchmarks, and internal salary structures.

In addition to the base salary, we offer a comprehensive benefits package. This position includes health insurance, vision, dental, life, and short-term disability insurance, as well as a 3% contribution to 401K plan. THI offers professional development funds and extensive paid time off.

THI offers industry-leading benefits that support all aspects of your life, inside and outside of work. THI offers a comprehensive benefits package. Most benefits are available for an employee's family, which may include a domestic partner. THI is a qualifying employer for the Public Service Loan Forgiveness program.

This is a full-time remote position. Texas residency required.

Work Environment

THI operates fully remotely on a day-to-day basis. We come together, in-person in Texas once or twice a year to connect, team build, and seek professional development growth together. THI employees must reside in Texas as their primary residence.



This position may also require occasional in-state or national travel for conferences, meetings, or project-specific work.

Proficiency in using Microsoft suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology is needed.

Physical Demands

Physical demands include the use of standard office equipment, including computer, phone, etc.

Equal Employment Opportunity and Non-discrimination

THI is committed to equal opportunity for all employees and applicants. THI does not discriminate with regards to hiring, assignment, promotion, or other conditions of staff employment because of any status protected under local, state, or federal law.

We are committed to building a team with a variety of backgrounds, skills, and views. We believe that the more inclusive we are, the better our work will be.

How To Apply

Interested candidates are encouraged to submit their application and resume via the form at <https://texashealthinstitute.org/career-opportunities/>.