



**National Viral Hepatitis Roundtable (NVHR)  
Position Announcement**

**Position Title:** Temporary Part-Time Research Assistant  
**Location:** Telecommute, based in one of the following states: CA, CT, DC, GA, NY, OH, OR, VA, or work from DC office  
**Reports to:** Program Director  
**Expected Start Date:** September 1, 2017 or earlier  
**Position length:** 2017-2018 Academic Year/ Nine months  
**Posted:** July 10, 2017

[The National Viral Hepatitis Roundtable \(NVHR\)](#) is a coalition of approximately 500 member organizations working to fight, and ultimately end, the hepatitis B and C epidemics in the United States. NVHR believes this goal can be achieved by addressing stigma and health disparities, removing barriers to prevention, care, and treatment, and ensuring respect and compassion for all affected communities. NVHR seeks an aggressive response from policymakers, public health officials, medical and health care providers, the media, and the general public through its advocacy, education, and technical assistance. NVHR is a fiscally sponsored project of Community Initiatives, a San Francisco-based nonprofit organization that provides fiscal sponsorship to large and small nonprofit programs and organizations.

NVHR is seeking a Research Assistant for the “Hepatitis C - It’s About More Than Liver Disease” project. The Research Assistant will gather the latest medical evidence on all of the extrahepatic manifestations of hepatitis C in preparation for developing a fact sheet. The fact sheet will outline how hepatitis C intersects with other disease states and how curing patients of their hepatitis C may help improve health conditions beyond liver function. Throughout the research and development of materials phase, NVHR will work to engage new partners.

**Responsibilities:**

The Research Assistant (10-15 hours/week) will report to the Program Director, and will work with the Program Director and Program Coordinator to develop and complete the “Hepatitis C - It’s About More Than Liver Disease” project. Project tasks will include the following activities:

- Conduct a literature review on the extrahepatic manifestations of hepatitis C.
- Work with the Program Director to write summary reports on what was found in the literature.
- Assist NVHR's Program team with development of the "Hepatitis C - It's About More Than Liver Disease" fact sheet.
- Assist NVHR's Program team with development of a webinar for the "Hepatitis C - It's About More Than Liver Disease" project.
- Research new potential partner organizations that may be interested in receiving the fact sheet and partnering with NVHR in awareness and advocacy efforts (e.g., organizations focused on cardiovascular, renal, metabolic and central nervous system diseases).
- Other duties as requested.

**Required Qualifications:**

- 2<sup>nd</sup> year Masters level or PhD-level student in public health, social work, health services, or related field; or two years of relevant experience
- Have a computer with reliable internet access.
- Available a minimum of 10 hours per week.
- Excellent writing, editing, and interpersonal communication skills.
- Experience with conducting literature reviews.
- Good decision-making and organizational skills, as well as close attention to detail.
- Self-directed/self-starter with ability to manage multiple projects simultaneously.
- Personality suited for working in a small organization where teamwork and resourcefulness are highly valued.
- Ability to adhere to project milestone deadlines.
- Familiarity with and comfort using online tools such as Dropbox and Google Drive

**Preferred Qualifications:**

- 1 year of experience conducting literature reviews
- Personal experience with challenges affecting the viral hepatitis community, including experience living with hepatitis B or hepatitis C.
- Experience working with a remote team

**Compensation: \$20-\$24/hour depending on experience**

**How to apply:**

Qualified candidates should send resume, cover letter, and 2-3 page writing sample to Tina Broder, Program Director, [tbroder@nvhr.org](mailto:tbroder@nvhr.org). Subject line should read "Research Assistant" only.

Community Initiatives and NVHR value a diverse, respectful, and collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners, and communities. The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified. Community Initiatives/NVHR is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.