



KDH RESEARCH &
COMMUNICATION

Job description

Account Assistant – Behavior change and social science Position # 1223-AA

Overview:

Entry-level full-time professional position.

Atlanta, GA based company, working 100% remotely on East Coast time (ET).

KDH Research & Communication (KDHC) is a woman-owned small business that produces and disseminates creative, science-based programs that improve the health and well-being of the nation's youth, family, and communities.

Do you have 1-3 years of experience with coordinating and contributing to health, social science, or communication projects? Are you interested in supporting the creation of curricula, campaigns, multimedia tools, and training by managing processes, sticking to timelines, generating reports, and interacting with clients?

Does the thought of working for an all-remote, nimble, small, private company with great work/life balance and fast-paced environment sound refreshing?

What You Will Do:

In this role you will:

- Exercise your energy and creativity to work with a dynamic team to support client requests.
- Track timelines, deliverables, and reporting statuses.
- Contribute to the creation of curricula, campaigns, multimedia tools, and trainings by writing content and researching/applying best practices.
- Coordinate the input of experts and contractors.
- Create and implement tracking and follow up procedures for project enrollment.

What You Will Offer:

Masters' degree in social science or public health (preferred)
Bachelors' degree (required)

Impeccable attention to detail and exceptional interpersonal skills

Who We Are:

KDHRC supports national-level campaigns and interventions across a variety of topic areas – chronic disease, health disparities, tobacco control, and oral health promotion, just to name a few. Aside from the content areas we work in, our expertise is in research, evaluation, program development, and communication. We strive to bring a science-based approach to projects that improve the well-being of the nation’s youth, family, and communities. Learn more about our portfolio and core values on our website.

KDHRC offers flexible scheduling, competitive compensation and benefits, strong work/life balance and wellness programs. As a small team, KDHRC offers:

- Opportunities to grow your skills through collaboration with a small, cross-disciplinary team.
- Diversity in work tasks with some degree of self-determination.
- Direct collaboration with owners of the company.
- Input on many different projects in many different stages of development.

How to Apply:

Send cover letter and resume to careers@kdhrc.com. Please include the position title, position number, and favorite color in the email subject line. We will not review resumes without cover letters or resumes with generic cover letters. KDHRC will consider all qualified applicants for employment without regard to race, color, religion, gender, or national origin. No telephone calls please.