



## RESEARCH, EDUCATION & SOCIAL SOLUTIONS, INC.

DIGITAL LEARNING AND COMMUNICATIONS TOOLS  
ACROSS THE LIFESPAN FOR PEOPLE OF COLOR sm

### About REESSI

Research, Education and Social Solutions, Inc., dba REESSI (formerly Research, Evaluation and Social Solutions, Inc. – official name change in November 2020) is a premier private intervention research firm that is based in Virginia, with satellite operations in multiple states. Dr. Laverne Morrow Carter heads the firm, which evolved from her extensive experience in program planning, evaluation, and technical assistance with a broad range of government and non-government organizations in the United States. REESSI is a team-oriented solutions center that brings together a trans-disciplinary group of professionals who share the corporate mission. The company was founded in December 1985 in St. Louis, MO and restructured as a private C corporation in the State of Virginia in November 2003. Our primary focus is to investigate, design, build, evaluate and disseminate pragmatic and evidence-based digital learning and communication tools that lead to cumulative and sustained health in populations of color.

Our corporate goals are:

- 1) To use mobile technology to improve patient-centered care through patient education in populations of color.
- 2) To use new digital media to support children, youth and young adults from families and communities of color in a positive transition to and through adulthood.

### Responsibilities

#### Administration

Day-to-day management of REESSI's operations, excluding finances. This function includes internal and external communications, resources and inventory management, personnel activities and travel coordination.

#### Project Logistics and External Relations

Proposal support - ASSIST, Budget Development, Editing

Partner relations

Consultant relations

Sterling IRB Relations and System

Meeting and Travel Coordination

On interim projects through July 2020 - support with data collection and management

#### Marketing

Support with REESSI' participation in national conferences and preparation of articles for publication in journals

Support and liaison with Graphic Artist for Branding

Social Media sites management

General administrative support to the President.

### Title

Chief Administrative Officer  
Reports to the President

### Goal

To manage the day-to-day operations of REESSI through administrative coordination of the corporate offices, human resources, external relations and project logistical support.

### Requirements

- Master's degree in administration or business.
- A minimum of five years experience in administration of personnel and/or office operations.
- Significant experience in small business settings.
- Significant experience in research operations.
- At least seven years experience in managing consumer relations and outreach.
- Excellent communications skills - written and verbal.
- Experience in supporting diverse teams with varying leadership levels and cultural diversity.
- Ability to see corporate needs and establish systems.
- Self management skills required are timeliness, initiative, efficient management of multiple tasks and priorities, ability to work in a small business environment with high risks, uncertainties and great returns.
- Great faith and commitment.

### Education

Master's Degree Business or Administration

### Compensation

Salary Negotiable, based on experience and salary history

### Benefits

- Full Benefits at 36 hours per week.
- Rapid career progression to Chief Administrative Officer, at award of two multi-year Phase II projects in 2020 and ownership track.