



## **Terms of References Research Internship at Embrace**

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### **Duration and Time Commitment**

The intern is expected to commit to a minimum of 3 months. In terms of time commitment, this will be left up to the intern. S/he will decide how many hours per week they wish to commit to and how they would like to divide the hours throughout the week.

### **Location**

To be disclosed at a later time

### **Responsibilities**

The intern will be primarily responsible in assisting in areas regarding research for the Embrace Fund. This will involve:

- Conducting literature reviews
- Searching databases for scholarly articles
- Designing and developing qualitative and quantitative research tools i.e. developing quantitative surveys, qualitative questionnaires, etc.
- Collecting qualitative and quantitative data
- Analyzing qualitative and quantitative data
- Developing confidentiality forms
- Filling out IRB application forms
- Writing research proposals

### **Qualifications and Skills**

Interested individuals should have an academic background and/or work experience related to the field of research. A bachelor's degree in psychology or other mental healthcare related fields is desirable. Students working towards completing their degrees are also encouraged to apply.

- Experience with specialized software and datasets (preferably SPSS)
- Familiarity with research methodologies and sampling methods
- Strong spoken and written English
- Excellent communications skills
- High personal motivation, self-management, and detail-orientation
- Ability to take responsibility in meeting deadlines and making progress without direct supervision

### **General Terms and Conditions**

This internship program operates on a non-remunerative basis. Expenses related to specific assignments are to be pre-authorized on a case-by-case basis.

### **How to Apply**

To apply, please email your CV and cover letter to [info@embracefund.org](mailto:info@embracefund.org)