POSITION DESCRIPTION

POSITION NAME: Research Fellow
REPORTS TO: Associate Director of Research Translation and Programs
HOURS: 10-15
DURATION: 4-6 months
LOCATION: Hybrid (part-time in office in Washington, DC to align with SWHR's hybrid work schedule; part-time remote work). Candidates should be based in the DMV area (Washington, D.C., Maryland, or Virginia).

ABOUT THE SOCIETY FOR WOMEN'S HEALTH RESEARCH
SWHR seeks a motivated and detail-oriented Research Fellow to support research, policy, and education initiatives across a range of women's health topics. The fellow will contribute to research and programming deliverables, which may include literature reviews, evidence synthesis, data analysis, program development, stakeholder engagement for diverse audiences, including researchers, clinicians, policymakers, patients, and advocates.

This fellowship is ideal for a graduate student or recent graduate interested in women's health, public health, health equity, health policy, biomedical research, or research translation.

POSITION SUMMARY
SWHR is seeking a detail-oriented, motivated, and responsible Research Fellow to support SWHR's mission to advance women's health through science, policy, and education, while promoting research on sex differences to optimize women's health. The fellow will support efforts across the organization under direct oversight of the Associate Director of Research Translation & Programs and can expect to support background research, resource development, program planning, and logistics, among other tasks.

The Research Fellow will gain hands-on experience in research, science communication, policy translation, and stakeholder engagement. The fellow will have opportunities to contribute to high-impact women's health initiatives, including supporting national convenings, drafting publications, and strengthen skills in evidence synthesis, research communication, and public health program development.

KEY RESPONSIBILITIES

- Conducting literature reviews and evidence scans on women's health topics, including sex and gender differences in disease, health equity, chronic disease, reproductive health, midlife health, autoimmune disease, cardiovascular health, clinical trials, and related areas.
- Summarizing scientific and policy findings into clear, accessible written materials for internal and external audiences.
- Assisting with the development of reports, fact sheets, toolkits, policy briefs, blog posts, presentations, and other educational resources.

- Supporting research projects, including survey development, qualitative and quantitative data review, coding, analysis, and synthesis.
- Tracking emerging research, policy developments, funding opportunities, and public health trends relevant to women's health.
- Helping prepare materials for roundtables, webinars, convenings, advisory meetings, and stakeholder discussions.
- Supporting meeting preparation and follow-up, including agenda development, note-taking, synthesis of key themes, and drafting meeting summaries.
- Assisting with citation management, source verification, and quality control of research products.
- Collaborating with SWHR staff to ensure materials are accurate, evidence-based, inclusive, and aligned with SWHR's mission.

QUALIFICATIONS

- Current enrollment in or recent completion of a graduate program in public health, health policy, biomedical science, epidemiology, social science, health communication, or related field.
- Strong interest in women's health, sex differences, health equity, research translation, and/or health policy.
- Experience conducting literature reviews and synthesizing scientific or public health information.
- Strong writing, editing, and organizational skills.
- Ability to communicate complex research findings clearly for both technical and non-technical audiences.
- Familiarity with PubMed, Google Scholar, citation management tools, and Microsoft Office.
- Experience with qualitative or quantitative research methods preferred.
- Knowledge of data analysis software such as Excel, R, SAS, SPSS, Stata, NVivo, or Dedoose is a plus.
- Ability to manage multiple tasks, meet deadlines, and work both independently and collaboratively.
- Experience with Microsoft SharePoint, Microsoft Office, Adobe, Canva, Zoom, or similar platforms is desirable but not required.

TIME COMMITMENT

The fellowship requires approximately 10-15 hours per week, with set work hours and days. Specific schedule is flexible dependent upon the candidate and will be agreed upon between the parties and approved by the SWHR team prior to internship start date. Fellowship duration may be adjusted based on academic requirements and organizational needs.

COMPENSATION

$18.40 per hour

TO APPLY

Please submit a cover letter, resume, and writing sample to science@swhr.org. Applications without a cover letter or writing sample will not be considered. Please include the following subject line: SWHR Research Fellow_LAST NAME. You will only be contacted if you have been selected for an interview. No phone calls, please.

EQUAL OPPORTUNITY STATEMENT

SWHR is an equal opportunity organization and encourages applications from individuals of all backgrounds, including those with diverse lived experiences, identities, and perspectives. SWHR values equity, inclusion, collaboration, and a commitment to advancing health outcomes for all women.