Research Analyst

Location: Watsonville, CA
Hours: Full time
Type: Contract or Full-time Permanent
Date open: June 2019 until filled

About Applied Survey Research

Applied Survey Research (ASR) is a growing social research firm whose mission is to conduct research that helps people build better communities. For 34 years, ASR’s operations on the Central Coast, Bay Area and Sacramento region have been providing services such as needs assessment, strategic planning, program design, and evaluation to a wide range of organizations, from the federal to state government, counties, cities, foundations, and non-profit organizations.

Profile of ASR’s Research Analyst

Applied Survey Research seeks a Research Analyst (RA) with experience in any of the following fields: youth development, mental health, community/public health.

Our RAs assist four to six research and evaluation projects simultaneously. The successful candidate is one that has the right blend of conceptual research skills, technical skills, interpersonal work style and commitment to quality, including:

- You want to apply your research skills to directly improve the lives of our most at-risk community members such as children, families in poverty, justice-involved youth, and people experiencing homelessness.
- You have fantastic people skills; you are a dynamic facilitator and presenter that creates meeting environments in which your partners feel heard, respected and guided by capable hands.
- You embrace the inherent opportunities and challenges of applied, community-based research; in that context, you enjoy working with clients to find the best-fit research, strategic planning and evaluation designs for their projects.
- You have strong qualitative and quantitative research skills, including proficiency in SPSS.
- You can toggle effectively between abstract thinking (e.g. community change, research design), and the precision required of tool development, data cleaning, data analysis and technical writing.
- You enjoy distilling the results of your research into actionable messages, and presenting those messages to your clients to help spark community change.
- You are a problem solver: you enjoy taking on challenges and finding tenable solutions; you are tenacious and a self-starter.
- You approach your work with an appropriate blend of confidence and humility/desire to learn.

Core Responsibilities

ASR’s RAs support all phases of the research/evaluation project life cycle including:

1. Development: Participate in the development of new projects including writing proposal sections, meeting with new clients, helping determine research and evaluation needs, drafting logic models;
2. **Planning:** Help refine scopes of work, finalize evaluation questions and designs, help facilitate planning meetings, transcribe notes, communicate by phone or email to clients as appropriate, identify key indicators for measurement and appropriate samples from whom data shall be collected;

3. **Implementation:** Help draft survey instruments or other protocol according to evaluation design and indicators of interest, help support launch of data collection activities, occasionally conduct key informant interviews, focus groups or observations, or coordinate other resources to do so;

4. **Analysis:** Help in the collection of data, including cleaning and verification, help finalize data analysis requests according to original evaluation design/questions, coordinate processing of data, help analyze preliminary data, and help synthesize multiple kinds of data to produce summaries/ key findings;

5. **Reporting:** Help draft evaluation reports and summaries, including visual charts, and create PowerPoint presentations.

6. **Data-to-action:** Assist with data-to-action sessions with clients to help them discover their next action steps.

**Minimum Qualifications**

1. BA in the social sciences.
2. Experience designing, conducting and analyzing data from **qualitative** research efforts
3. Experience designing, coordinating and analyzing **quantitative** research methodologies
4. Experience using Excel and Survey Monkey (or other online survey platforms).
5. **Excellent oral communication skills:** successful candidates are articulate speakers, and good listeners
6. **Excellent organizational and time management skills:** you will be expected to allocate and manage your time, and anticipate and request support from other staff so that you can meet your deadlines
7. **Excellent interpersonal skills:** successful candidates can liaise with clients, make ‘cold calls’ to conduct literature/environmental scans, be assertive yet courteous, and have a warm, engaging presence whether by phone or in person
8. **Excellent written communication skills:** successful candidates can write sections of evaluation reports with minimal guidance from supervisor
9. **Excellent organizational and time management skills:** you will be expected to allocate and manage your time, and anticipate and request support from other staff so that you can meet your deadlines
10. **Content knowledge regarding two or more of the following issue areas:** Youth development; criminal justice; public health; mental health; domestic violence and child welfare; economic policies and public assistance; and children, youth or families that are at-risk or underrepresented.

**Ideal Qualifications**

1. Bilingual in Spanish
2. Experience working as an evaluator/researcher, supporting or coordinating multiple (3 to 5) evaluation/research projects simultaneously
3. Experience facilitating and creating **strategic plans** for agencies, initiatives and/ or programs
4. Experience with creating **logic models** (logic frameworks), evaluation plans, and other analytical techniques needed to guide the research process
5. Experience **facilitating client groups,** such as logic modeling, evaluation planning, design of protocols, focus groups, analysis of results, and running client meetings
6. Experience developing **evaluation proposals** or other means of business development
7. Experience working with Nonprofits, Community-Based Organizations, or City or County government agencies
8. Experience seeking out and maximizing existing **secondary data** (Ca Department of Finance, Census Bureau, Ca Dept of Education, etc.)
9. Intermediate proficiency in **SPSS**: can establish, clean, and merge data files, write code/syntax and run complex analyses

10. Familiarity with **Tableau** software

11. Can accommodate occasional overnight travel that is work-related, which may include multiple days (e.g., to out-of-state conferences and meetings)

**Salary and Benefits**

A competitive salary package will be provided that is commensurate with experience and qualifications. ASR offers a full package of employee benefits, including health, dental, vision, 401k plan, vacation, sick and holiday time.

**Submission requirements**

A cover letter should be addressed to Jennifer Anderson-Ochoa, Senior Research Analyst III, and should briefly summarize your work history, and the ways in which you meet or exceed the minimum requirements for this position.

Please send the letter and your resume or CV to Jennifer@appliedsurveyresearch.org, with the subject line reading “Research Analyst Application - (your last name)”. Please indicate where you found the job post. We will be responding only to those applicants who meet the minimum requirements for this position.