



Job Title: Junior Research Analyst

The Policy & Research Group (PRG) produces high-quality research and evaluation in social, health, and workforce policy areas. We apply scientific research methods to an array of questions to build better public programs that help people build their potential. See www.policyandresearch.com for more information. As a small but expanding research and evaluation firm, PRG allows employees at all levels to play an integral role in projects and provides opportunities for growth. We hire intelligent people and give them the support and freedom to produce excellent work.

PRG is seeking a Junior Research Analyst. Primary duties will include day-to-day management of evaluation projects, managing data collection, assisting with research protocol development, and preparing written evaluation reports under the guidance of senior staff.

Primary Job Responsibilities

- Master's degree in social science or related discipline;
- Strong interest and/or experience in conducting high-quality social science research;
- Exceptionally strong attention to detail;
- Excellent communication and organizational skills;
- Ability to effectively administer several projects simultaneously and under pressure of deadlines;
- Strong writing, analytic, and critical thinking skills;
- Interest in applied research;
- Self-motivated, able to bring projects to completion;
- Willing to learn;
- Ability to work independently and as part of a team;
- Commitment to PRG's mission: to improve the potential of people through scientifically rigorous research and evaluation that informs policy and practice.

Benefits

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment;
- Approximately 15 paid holidays per year (this includes an end-of-the-year break where the office is closed between Christmas and New Year's Day);
- Medical, dental, and vision insurance group plans offered; employer pays portion of premiums;
- Individual supplemental insurance and FSA plans offered;
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match.

Location: This position can be based in either New Orleans, Seattle, or Baltimore. PRG has offices in New Orleans and Seattle, and a senior staff person based in Baltimore. The Junior Research Analyst will work from the PRG office in New Orleans and Seattle or from a home-based office in Baltimore. Currently (Fall 2020), all PRG employees are working from home due to COVID-19.

Starting Salary: \$45,000

(due to the cost of living, the starting salary will be \$50,000 for applicants located in Seattle)

Start Date: The start date is flexible, and the posting will remain open until we find the right candidate.

To Apply:

Please email the materials listed below to info@policyandresearch.com with the subject heading *Junior Research Analyst*.

- Cover letter
- Resume
- Three references
- Graduate transcripts (unofficial)
- Job application form
- A writing sample

You can access the job application at: <https://policyandresearch.com/careers/>

PRG is an Equal Opportunity Employer. PRG operates a casual work environment that is both professionally and intellectually demanding.