



JOB TITLE: JUNIOR RESEARCH ANALYST

The Policy & Research Group (PRG) aims to improve the economic and social prospects for people through equitable public policy and improved practice. To that end, PRG conducts research and evaluation services in a variety of policy areas, including education, public health, behavioral health, youth risk reduction, juvenile justice, workforce and income, education, child welfare, and housing. Our research and evaluation expertise includes both qualitative and quantitative methods. PRG is an Equal Opportunity Employer and operates a casual work environment that is both professionally and intellectually demanding. PRG is an employee-owned small business.

See www.policyandresearch.com for more information.

The Policy & Research Group is seeking a motivated, detail-oriented candidate to manage ongoing research and evaluation projects to help support our mission to produce rigorous research and evaluation that benefits people by improving programs and innovations that aim to improve social, behavioral, health, economic, and employment opportunities. This is a full-time, exempt position. 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.

QUALIFICATIONS:

- 1-3 years research experience
- A Master's degree in social science or related discipline
- Strong interest and/or experience in conducting high-quality research
- Exceptional organizational skills and attention to detail
- Excellent communication and computer skills
- Commitment to PRG's mission: to produce rigorous research and evaluation that benefits people by improving programs and innovations that aim to improve social, behavioral, health, economic, and employment potential

BENEFITS:

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment
- Approximately 17 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 group plans offered; employer pays portion of premiums
- Supplemental insurance plans and a Flexible Spending Account (FSA) offered
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match

STARTING WAGE: \$45,000

HOURS: This is a full-time position of approximately 40 hours per week.

LOCATION: PRG has offices in New Orleans and Seattle, and project staff based in Baltimore. Applicants based out of New Orleans, Seattle, or Baltimore are preferred; however, a permanent remote working arrangement from any location will be considered for the right candidate. State your preferred location in your cover letter. (All PRG staff are currently working from home due to COVID-19.)

POSITION START DATE: The anticipated start date for this position is June 1, 2022.

TO APPLY: Please email a cover letter, resume, application form, unofficial graduate transcripts, writing sample, and three references to applications@policyandresearch.com. Please make sure to include "Junior Research Analyst" in the email subject line. Please submit your materials as soon as possible - the search will remain open until we find the right candidate.