



JOB TITLE: RESEARCH ASSISTANT

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 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 carry out research assistant duties 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. The person hired will provide support for ongoing PRG evaluation and research projects, including project management, coordination of and preparation for data collection, conducting data collection, assisting with formatting web-surveys or other data collection instruments, conducting data entry, following up with study participants, and performing data quality assurance tasks.

QUALIFICATIONS:

- 0-1 years research experience
- B.A./B.S. required
- 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
- Reliable and consistent transportation required
- Ability to work a flexible schedule; some evening and weekend hours may be required

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: \$40,000

HOURS: This is a full-time position. Some evening and weekend hours may be required.

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.)

TRAVEL: This position requires some local and out-of-state travel. Reliable and consistent transportation is required. Travel and local mileage will be reimbursed.

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 transcripts, and three references to applications@policyandresearch.com. Please make sure to include "Research Assistant" in the email subject line. Please submit your materials as soon as possible - the search will remain open until we find the right candidate.