



JOB TITLE: RESEARCH ANALYST

The Policy & Research Group (PRG) invites applications for a **Junior Research Analyst** or a **Research Analyst** or a **Lead Research Analyst** who is passionate about improving opportunity and equity through social science research. The analyst will contribute to a variety of research projects in either our Education or Workforce focus areas. Analysts work as part of a team to design and execute studies to help answer applied research questions about how to improve education, employment, and re-employment programs. We seek candidates that will thrive in a fast-paced, collaborative, team-based environment that prioritizes analytical rigor, critical thinking, and commitment to our mission.

The successful candidate could bring several different combinations of education, topical knowledge, and experience. If you are excited about this position, we would encourage you to apply and let us know why. The job title and salary will be commensurate with the candidate's level of education and experience.

The Policy & Research Group (PRG) aims to improve the economic and social prospects for people through equitable public policy and improved practice. 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. 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 a well-established small business, having provided research and evaluation services to federal, state, and non-profit clients since 2004. More about our work is here: policyandresearch.com. As of 2022, PRG is an employee-owned organization; after ten years of employment, every employee becomes part of the ownership team. Employee-owners receive an equity stake in PRG and help to define and further our mission.

RESPONSIBILITIES:

Responsibilities will vary based on the projects, but may include:

- Working on interdisciplinary research teams to design and implement evaluations using quantitative and qualitative methods;
- Conducting literature reviews and background research;
- Developing survey instruments, focus group discussion guides, and in-depth interview guides;
- Leading team meetings with project partners (non-profits, schools, school districts, state labor departments) to obtain information informing evaluation design, train stakeholders on evaluation, or present preliminary results;
- Conducting qualitative data collection;
- Preparing written critical analysis of qualitative data;
- Preparing quantitative data for analysis using Stata;
- Conducting statistical analysis;
- Diagnosing, analyzing, and interpreting statistical results;
- Working with project teams to write reports, policy briefs, and presentations;
- Preparing manuscripts for publication;
- Supporting the growth of PRG by contributing to proposals and other project development efforts.

QUALIFICATIONS:

- Ph.D. or master's degree in relevant field (e.g., public policy, economics, sociology, education, psychology, social work, public health, or other social sciences);
- Foundation in quantitative and/or qualitative research methods;
- Strong writing, analytic, and critical thinking skills;
- Strong communication and organizational 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;
- Strong organizational skills with demonstrated ability to meet deadlines;
- Commitment to PRG's mission: to improve the potential of people through scientifically rigorous research and evaluation that informs policy and practice.

Candidates with experience in one or more of the following areas are preferred:

- Working knowledge and understanding of education or workforce programs and policy;
- Prior experience working with school districts or state agencies;
- Experience managing multiple projects, execution of applied research studies;
- Familiarity with research in K-12 education, workforce, or public policy;
- Aptitude and training and/or experience in data management and quantitative analysis;
- Proficiency in Stata.

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

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 "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.

LOCATION: The ideal candidate would be located near one of our offices: New Orleans, LA; Seattle, WA; or Baltimore, MD. Remote work from anywhere in the U.S. is also possible. All employees can work from home if that is preferred, with some in-person time required at office locations and/or at PRG meet-ups.

EQUAL OPPORTUNITY: PRG is an Equal Opportunity Employer, and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, or disability. We welcome all candidates to consider joining our team.