Job Title: Junior Research Analyst

The Policy & Research Group (PRG) invites applications for a **Junior 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 one of three topic areas: Education, Workforce, or Public Health. Analysts work as part of a team to design and execute studies to help answer applied research questions about how to improve education, health, and employment outcomes. 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. PRG aims to improve the economic and social prospects for people through equitable public policy and improved practice. 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. PRG is an employee-owned small business. See www.policyandresearch.com for more information.

PRG is seeking a motivated, detail-oriented candidate to manage ongoing research and evaluation projects. This is a full-time, exempt position. Primary duties will include day-to-day management of evaluation projects, communication with project partners, conducting data collection (in person and virtual), assisting with the development of data collection instruments, setting up study systems, preparing IRB submissions, and summarizing study findings under the guidance of senior staff.

Qualifications:

- 0-3 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
- 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 SIMPLE and Roth IRA retirement plans with employer percentage match.

Starting Salary: $50,000

Hours: This is a full-time position of approximately 40 hours per week. Some evening and weekend hours may be required.

LOCATION: Applicants based out of New Orleans 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.

TRAVEL: This position may require some local and out-of-state travel. Travel and local mileage will be reimbursed.

POSITION START DATE: The anticipated start date for this position is January 2027.

TO APPLY: Please submit a cover letter, resume, application form, unofficial transcripts, and three references via the application section accessible in the following link: https://policyandresearch.bamboohr.com/careers/35

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.