JOB TITLE: JUNIOR RESEARCH ANALYST: DATA MANAGEMENT

The Policy & Research Group (PRG) specializes in research and evaluation of public policy and programs in the following areas: education, public health, child welfare, workforce and income, housing, juvenile justice, and adolescent risk reduction. PRG aims to improve the economic and social prospects for all people through equitable public policy and improved practice. Our mission is 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. As a small but expanding research and evaluation firm, PRG operates a casual work environment that is both professionally and intellectually demanding, 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 Junior Research Analyst to support the development, maintenance, and monitoring of data management systems used in research and evaluation projects. This is a full-time, exempt position within PRG's Data Management Team. The successful candidate will work under the guidance of experienced technical staff to maintain automated data processing workflows, develop and troubleshoot data dashboards, conduct data quality checks, and support other technical data management activities. PRG will provide training in its specific systems, tools, and procedures, with opportunities to develop technical skills and assume greater responsibility over time.

The ideal candidate will have foundational programming skills, particularly in Python or SQL, strong analytical and problem-solving abilities, and an interest in developing technical data management expertise. Experience with Stata, JavaScript, and data visualization platforms is preferred but not required.

RESPONSIBILITIES:

Responsibilities will vary based on project needs, but may include:

- Monitoring and maintaining data dashboards to ensure accurate and timely reporting;
- Assisting with the development, maintenance, and automation of data pipelines and dashboards;
- Identifying, troubleshooting, and resolving technical issues with data pipelines, dashboards, and automated processes;
- Responding to help desk requests from users of data dashboards and related systems;
- Developing and maintaining data management scripts, including Stata .do files, Python scripts, and SQL queries;
- Performing routine data quality checks and validation procedures to ensure accuracy and consistency in reporting;
- Reviewing variable definitions, codebooks, and data management scripts to ensure consistency with established procedures;
- Documenting data management processes, technical procedures, and system updates;
- Collaborating with project teams to support data management, monitoring, and reporting activities.

QUALIFICATIONS:

- Bachelor's degree in computer science, data science, information systems, or a closely related technical field;
- Demonstrated programming proficiency, particularly in Python and/or SQL, through coursework, internships, employment, or independent projects;
- Strong analytical, critical thinking, and technical problem-solving skills;
- Exceptional attention to detail and commitment to accuracy;

- Strong communication and organizational skills, including the ability to manage multiple tasks and meet deadlines;
- Ability to work independently and collaboratively as part of a team;
- Self-motivated, with a willingness to learn new technologies and technical procedures;
- Commitment to PRG's mission of improving programs and policies through rigorous research and evaluation.

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

- Experience programming in Stata and/or JavaScript;
- Experience developing or maintaining data dashboards using Cluvio, Power BI, Tableau, or similar platforms;
- Experience developing automated data pipelines and data processing workflows;
- Experience in data management and data validation;
- Experience working with web content management systems such as WordPress;
- Experience using Git or other version control systems for collaborative code development;
- Familiarity with data privacy and security standards, including HIPAA and FERPA.

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

LOCATION AND WORKING HOURS: This is a remote position open to candidates anywhere in the U.S., with office space available for individuals based in New Orleans, LA. As this position will support a project based in Alaska, the successful candidate must be available to work from 9:00 a.m. to 5:00 p.m. Alaska Time (generally 1:00 p.m. to 9:00 p.m. Central Time), with occasional evening or weekend hours as needed. Travel for 1–2 in-person meetings per year may be required. Applicants should indicate their preferred work location in their cover letter and state their understanding of the standard working hours for this position.

POSITION START DATE: The anticipated start date for this position is December 2026.

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/34

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.