Job Title: Research Assistant

The Policy & Research Group (PRG) invites applications for a **Research Assistant** who is passionate about improving opportunity and equity through social science research. The assistant will support research and evaluation projects in a variety of policy areas, including Education, Workforce, and Public Health. Research Assistants work as part of a team to 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 carry out research assistant duties for ongoing research and evaluation projects. This is a full-time, exempt position. Primary duties will include project management, scheduling, preparing agendas, taking meeting notes, communication with external stakeholders, conducting data collection, assisting with formatting web-surveys or other data collection instruments, conducting data entry, and performing data quality assurance tasks.

Qualifications:

- 0-1 years research experience
- B.A./B.S. required
- 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: $45,000

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

Location: New Orleans, LA

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 December 2026 or 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/36

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.