Job Description: Junior Research Analyst

The Policy & Research Group, based in New Orleans, specializes in research and evaluation of public policy and programs. We apply high-quality social science methodology to study a broad range of areas, including: substance abuse; HIV/AIDS; mental health; education; housing; and public health. See www.policyandresearch.com for more information.

The Junior Research Analyst will manage ongoing research and evaluation projects. Primary duties will include oversight of evaluation project components, managing data collection, contributing to new proposals, copy editing, and preparing written evaluation reports under the guidance of senior staff. The position will be based out of the New Orleans office. Significant out-of-state travel will be required.

Job Responsibilities

- Managing the day-to-day operations of evaluation projects;
- Communicating the evaluation plan and its details to clients;
- Managing the collection and processing of quantitative and qualitative data;
- Writing sections of evaluation reports;
- Copy editing reports and other documents;
- Communicating research findings and their implications to clients (under guidance of senior staff);
- Reviewing and abstracting published research.

Qualifications

- A Master’s degree in social science or related discipline, plus relevant experience (please note that a Juris Doctorate degree does not meet the education requirements);
- Strong communication and organizational skills;
- Ability to manage several projects simultaneously and under pressure of deadlines;
- Exceptionally strong attention to detail;
- Able to work constructively on your own and with others, contribute ideas, use time effectively, produce high-quality work, and represent the company in a professional manner in dealings with outside individuals and organizations;
- Commitment to PRG’s mission: To improve the potential of people through scientifically rigorous research and evaluation that benefits our clients and influences policy.

Benefits

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment;
- Approximately 16 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 employee dental and vision premiums and portion of employee medical premiums;
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match.

Starting Salary: $40,000

To Apply

Please email a cover letter, resume, three references, graduate transcripts (unofficial), and a writing sample to jordan@policyandresearch.com. Please make sure to include “Jr. 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. The anticipated start date is early May 2016.

PRG is an Equal Opportunity Employer. PRG operates a casual work environment that is both professionally and intellectually demanding.