



Research Analyst – Project Manager



The SPHERE Institute and Acumen LLC seek applicants for a Research Analyst to manage government consulting projects in the areas of health care, child welfare and general social services delivery. Applicants should have strong management, analytical, and research skills. Research Analysts work as part of a project team, but will take lead responsibility for task areas. Specific tasks are likely to include:

Project Management

- Coordinate tasks among team members to assure timely production of deliverables
- Lead work of junior staff
- Manage communications among diverse groups of clients and constituents

Quantitative Research

- Conduct basic quantitative analysis
- Relay client needs to team members involved in statistical programming and analysis
- Analyze and interpret quantitative research findings and outcomes data for practice and policy audiences
- Work with government agencies and other organizations to access data, often in large databases

Qualitative Research

- Collect data on program participants and impacts through surveys, interviews and focus groups
- Conduct site visits of government or community-based organizations
- Work with government agencies and other organizations to access program information

Technical Assistance for Government and Non-profit Agencies

- Lead and/or participate in client workgroups and committees that plan program improvements, develop and implement IT tools and direct policy
- Relay client needs for IT tools to team members involved in programming/software development
- Assist in the design and delivery of trainings on the application of IT tools

Technical and Policy Writing

- Draft reports and assist in grant proposals
- Conduct background research in relevant practice, policy, legislative, and academic literature
- Translate quantitative analyses and research findings for policy and practice audiences

Qualifications

- Masters degree in public policy, public health, economics or other social science
- Experience managing complex projects with diverse and numerous stakeholders
- Excellent written and verbal communication skills
- Solid computer skills, particularly proficient in Microsoft Excel
- Previous experience in social policy areas (health, education, social welfare) highly desirable
- Solid quantitative research skills, preferably including basic use/understanding of statistical packages (for instance, SAS, STATA, etc.)

Salary depends on experience. Benefits provided. Relocation assistance is *not* available. To apply, please visit our website at www.sphereinstitute.org/jobs. For more information on The SPHERE Institute and Acumen LLC see: www.sphereinstitute.org and www.acumen-llc.com