

## Research Analyst

### Position Description

The SPHERE Institute seeks applicants for a Research Analyst to provide support for consulting and training projects in the areas of child welfare, public health and social services delivery. Research Analysts work as part of a project team, but may take lead responsibility for certain tasks. Specific tasks will vary from project to project but are likely to include:

### **Technical Assistance for Government and Non-profit Agencies**

- Facilitate and staff workgroups and committees which plan program improvements, develop and implement program tools, and direct policy
- Develop training materials to assist management and direct service staff in child welfare and other public and community agencies to use data to manage programs
- Deliver training and technical assistance to partner agencies

### **Research Support**

- Assist in collecting data on program participants and program impacts through surveys, interviews and focus groups
- Assist in site visits of government or community-based organizations across California
- Work with government agencies and other organizations to access data and program information, evaluate services and track outcomes

### **Technical and Policy Writing**

- Assist in drafting reports and grant proposals
- Conduct background research in relevant practice, policy, legislative, and academic literature
- Translate research findings for policy and practice audiences

### Qualifications

- Masters degree in public policy or other social science or Bachelors degree and employment experience in child welfare, juvenile probation, or related family support services
- Experience in providing training, group facilitation
- Knowledge of social services programs; child welfare and family support program experience highly desirable
- Excellent written and verbal communication skills
- Proven research experience and analytical ability
- Solid computer skills

Salary depends on experience. Benefits provided. Relocation assistance is *not* available. To apply, please visit our website at [www.sphereinstitute.org/jobs](http://www.sphereinstitute.org/jobs).

The SPHERE Institute is a small non-profit, non-advocacy research firm based in Burlingame, California, about 15 miles south of San Francisco. Additional information about SPHERE is available on our website: [www.sphereinstitute.org](http://www.sphereinstitute.org).