

**Community Research Partners**  
Exempt Job Description: Senior Research Associate  
January 15, 2016

**Job Title:** Senior Research Associate      **Reports to:** Director of Research and Data Services

**BACKGROUND:**

Community Research Partners (CRP) is a unique non-profit research center based in Columbus, Ohio, with a mission of strengthening communities through data, information, and knowledge. CRP works on a wide array of issues and topics, with an increasing focus on data visualization, needs and issue assessment, health and access to health care, housing and community development, preschool through adult education, poverty and homelessness, and employment and workforce development. CRP currently has 8 full-time staff.

CRP is a partnership of the City of Columbus, United Way of Central Ohio, the Franklin County Commissioners, and The Ohio State University. CRP is also a partner in the Urban Institute's National Neighborhood Indicators Partnership.

CRP offers a competitive salary and benefits package, and free parking. We are dedicated to the goal of building a culturally diverse professional environment and to the principles that promote inclusive practices. We are therefore committed to building a diverse staff with expertise and interest in serving the community and its diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive, and understanding ways. This position will remain open until filled.

Submit resume/vitae, references, and salary requirements by mail or e-mail to:

**Community Research Partners**  
**Attn: Director of Operations**  
**399 East Main Street, Suite 100**  
**Columbus, OH 43215**  
**hr@researchpartners.org**

*Submissions without salary requirements will not be considered.*

***CRP is committed to being an Equal Opportunity Employer.***

Strengthening communities through data, information, and knowledge.

#### **A) JOB SUMMARY AND PURPOSE:**

The Senior Research Associate is a full-time position responsible for: (1) conducting qualitative and quantitative research; (2) collecting, analyzing, and presenting social, demographic, economic, property, and program data; (3) preparing reports, presentations, and other products; (4) coordinating and monitoring all aspects of a project and planning contingencies; and (5) working with clients, funders, data providers, data users, and other community organizations to further CRP's community data and research work.

Candidates must have experience in data collection, sample survey design, primary and secondary research, and statistical analysis. A successful candidate will be highly detail-oriented and a strong technical writer. An advanced degree in applied statistics or related field required, as well as strong command of MS Excel and statistical software; familiarity with secondary data sources (e.g., ACS, BLS, ODJFS); knowledge of GIS a plus. Primary responsibilities include: designing, developing and executing research methods and models for client-based research projects; analyzing qualitative and quantitative data and providing focused interpretive reports; and supporting junior CRP staff to improve research skills and use.

#### **B) GENERAL RESPONSIBILITIES:**

1. Conduct research using qualitative and quantitative methods.
2. Collect and analyze demographic, economic, social, property, and program data.
3. Communicate with government agencies, program providers, and other organizations to procure data.
4. Employ descriptive and analytic statistics to analyze large data sets.
5. Prepare tables, graphs, narrative analysis, and maps in sophisticated graphic formats for CRP reports, presentations, and products.
6. Provide technical assistance to clients and community organizations in accessing and using CRP data and research.
7. Manage projects and project teams.
8. Undertake other projects upon request and as time permits.

#### **C) ESSENTIAL JOB FUNCTIONS:**

1. Collect and analyze data using research methods that include literature review, internet research, interviews, surveys, focus groups, and case studies.
2. Collect and manage primary and secondary socioeconomic, program, and property data for a variety of populations, organizations, and geographies for CRP research projects.

3. Prepare reports, presentations, and other documents that make complex topics, data, and analysis understandable to a variety of audiences using narratives, tables, graphs, and maps.
4. Provide technical assistance to external individuals and organizations in the use of CRP research.
5. Manage projects and project teams, including project quality, timelines, and budgets.
6. Assist in preparing project proposals and grant applications in collaboration with CRP staff, funders, and clients.
7. Communicate with federal, state, and local agencies and other data providers to procure data.
8. Represent the organization as needed at meetings and other forums with a variety of local, state, and national agencies, groups and organizations.
9. Work independently and as part of a project team with CRP staff and contractors.
10. Effectively manage multiple tasks and work under pressure to meet deadlines.

**D) DECISION-MAKING AUTHORITY:**

1. Independently carries out day-to-day activities related to essential job functions and represents the organization with a variety of outside individuals and organizations.
2. Provides recommendations and products for review and comment by the Director of Research and Data Services, other CRP staff, contractors, or clients as applicable.
3. Keeps Director of Research and Data Services informed of issues related to projects and services, and seeks advice as needed.

**E) REQUIRED KNOWLEDGE, EDUCATION, SKILLS, AND EXPERIENCE:**

1. Advanced degree in applied statistics, education, health, urban planning, psychology, or related discipline or equivalent level of education and experience.
2. At least three years of relevant full-time applied research or evaluation experience. Preference given to candidates with experience in multiple issue/program areas and project management.
3. Experience conducting surveys, interviews, focus group moderation and facilitation.

4. Experience in statistical analysis methods and software (e.g. SPSS) is a plus; knowledge of GIS is also a plus.
5. Collection and analysis of data using quantitative research methods that include survey design, and data analysis (descriptive and analytic).
6. Proficient in the use of technology and computer software, including database (Access), standard office (Word, Excel, PowerPoint, Outlook), and Internet survey (e.g. QuestionPro, Survey Gizmo) software.
7. Experience in collecting, analyzing, and presenting research, as documented by a portfolio of reports, analysis, presentations, or other materials.
8. Familiar with current methods, practices and sources in socio-economic data collection and analysis, applied research, and quantitative analysis.
9. Knowledge of human services, health, education, employment, housing, and community development concepts and terms.
10. Strong writing, speaking, and presentation skills.
11. Professional and interpersonal skills necessary to work effectively with project stakeholders and a wide range of people and diverse groups.
12. Ability to approach projects in an entrepreneurial manner, with strong creative and critical thinking and problem solving skills.
13. Well organized and detail oriented.
14. Able to work independently and as part of a small team in a challenging, fast-paced environment.

**F) DESIRED KNOWLEDGE, EDUCATION, SKILLS, AND EXPERIENCE:**

1. Knowledge of APA style manual to ensure proper use of citations, references, bibliographies, and quoted material.
2. Experience in document layout and formatting in a PC environment, using Microsoft Word and Adobe InDesign.
3. Familiarity with central Ohio and state of Ohio policies, programs, and organizations.

**G) OTHER JOB REQUIREMENTS:**

1. Furnish a reliable, personal means of transportation to accomplish work objectives     Routinely     Frequently     Occasionally
2. Hold and maintain an Ohio Driver's License with good driving record     Routinely     Frequently     Occasionally
3. Work outside of normal business hours and/or in excess of 40 hours a week to meet project deadlines     Routinely     Frequently     Occasionally
4. Provide coverage for other positions, shifts or functions     Routinely     Frequently     Occasionally
5. Travel on company and/or personal time     Routinely     Frequently     Occasionally

**DISCLAIMER:**

**The information contained in this job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.**

**Revised January 15, 2016**