

Community Research Partners

Exempt Job Description: Research Associate

February 2016

Job Title: 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 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

hr@researchpartners.org

**Submissions without salary requirements will not be considered.*

****Submission deadline is March 1, 2016***

CRP is committed to being an Equal Opportunity Employer.

Strengthening communities through data, information, and knowledge.

A) JOB SUMMARY AND PURPOSE:

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

B) GENERAL RESPONSIBILITIES:

1. Collect and analyze demographic, economic, social, property, and program data.
2. Conduct research using quantitative and qualitative methods.
3. Communicate with government agencies, program providers, and other organizations to procure data.
4. Assist with the preparation of reports and presentations including maps, tables, graphs, and narrative analysis in sophisticated graphic formats.
5. Lead select projects and manage the completion of project tasks within designated deadlines.
6. Assist in preparing project proposals and grant applications.
7. Provide technical assistance to clients and community organizations in accessing and using demographic and social indicator data.
8. Undertake other projects and perform other duties upon request and as time permits.

C) ESSENTIAL JOB FUNCTIONS:

1. Collect, enter, clean, and analyze social, demographic, economic, property, and program data for a variety of geographic areas, ranging from neighborhoods to the state and nation.
2. Design databases and analyze large data sets.
3. Collect and analyze data using research methods that include literature review, Internet research, interviews, surveys, focus groups, and case studies.
4. Assist in preparing reports, presentations, and other print and electronic products that make complex topics, data, and analysis understandable to a variety of audiences using narratives, tables, graphs, and maps.
5. Represent the organization as needed at meetings and other forums with a variety of agencies, groups and organizations.
6. Work independently and as part of a project team in collaboration with CRP staff and contractors.
7. Function as a team leader or project coordinator for selected CRP projects.
8. Effectively manage multiple tasks and work under pressure to meet deadlines.
9. Occasionally work outside of normal business hours in order to meet project deadlines.
10. Occasionally travel to off-site locations, as needed, to perform job functions.

D) DECISION-MAKING AUTHORITY:

1. Independently carries out day-to-day activities related to essential job functions and represent 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.

Strengthening communities through data, information, and knowledge.

- Keeps the Director of Research and Data Services and Project Leads informed of issues related to projects and services, and seeks advice as needed.

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

- Bachelor’s degree in urban planning, public policy, political science, social work, sociology, psychology, health, education, or related discipline; Master’s degree preferred.
- At least two years of experience in applied research with a public or non-profit, educational, evaluation, or philanthropic organization, or equivalent; preference given to candidates with experience in multiple issue/program areas.
- Experience in the essential job functions, as documented by a portfolio of reports, analyses, presentations, data visualizations, or other materials.
- Strong writing, speaking, and presentation skills.
- Experience in the use of technology and computer software, including standard Office (Word, Excel, PowerPoint, Outlook) and databases (Access).
- Professional and interpersonal skills necessary to work effectively with project stakeholders and a wide range of people and diverse groups.
- Ability to approach projects in an entrepreneurial manner, with strong creative and critical thinking and problem solving skills.
- Well organized and detail oriented.
- Able to work independently and as part of a small team in a challenging, fast-paced environment.

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

- Familiarity with local, state, and national government data sources
- Experience in document layout, formatting, and graphic design in a PC environment, using Microsoft Word, Adobe InDesign, and Adobe Illustrator.
- Experience with spatial analysis and map productions using ArcGIS or Tableau software.
- Knowledge of APA style manual to ensure proper use of citations, references, bibliographies, and quoted material.
- Experience in statistical analysis methods and software (SAS or SPSS).
- Experience conducting surveys, interviews, and focus group facilitation.

G) OTHER JOB REQUIREMENTS:

- | | | | |
|--|---|-------------------------------------|--|
| 1. Furnish a reliable, personal means of transportation to accomplish work objectives | <input checked="" type="checkbox"/> Routinely | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally |
| 2. Hold and maintain an Ohio Driver’s License with good driving record | <input checked="" type="checkbox"/> Routinely | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally |
| 3. Work outside of normal business hours and/or in excess of 40 hours a week to meet project deadlines | <input type="checkbox"/> Routinely | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally |
| 4. Provide coverage for other positions, shifts, or functions | <input type="checkbox"/> Routinely | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally |

Strengthening communities through data, information, and knowledge.



399 East Main Street, Suite 100
Columbus, Ohio 43215-5303
telephone: 614.224.5917
www.researchpartners.org

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 February 16, 2016

Strengthening communities through data, information, and knowledge.