

## Research Analyst

Insight Policy Research, a dynamic, small research and evaluation organization, seeks applicants for the position of research analyst with expertise in qualitative and/or quantitative research methods and program evaluation. We are a well-established firm, having provided nationally recognized research and evaluation services to federal, state, and private sector clients for almost 20 years. Our focus is on issues affecting at-risk and vulnerable populations.

Headquartered in Arlington, Virginia, we conduct research in the areas of food assistance, family support services, health, and education. We offer outstanding potential for growth, competitive salaries, and benefits in a collegial family-friendly environment. For more information on the type of work we conduct and our corporate culture, please visit our website: [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com).

### **Position Summary**

This position includes working with other team members to plan and conduct mixed-methods research studies and program evaluations, conducting semistructured interviews, coding qualitative data, conducting literature reviews and other background research, analyzing quantitative and/or qualitative data, and contributing to reports and proposals. The ideal candidate will have demonstrated skills in both qualitative and quantitative research and excellent oral and written communication skills. Our staff currently conduct research projects focused on SNAP, WIC, TANF, and other safety-net programs.

### **Responsibilities**

- ▶ Work with senior researchers on mixed-methods projects developing study designs, collecting and analyzing qualitative and quantitative data, and drafting reports and other deliverables to address clients' research needs.
- ▶ Lead data collection and analysis tasks including conducting interviews, focus groups, surveys, or collection of administrative data.
- ▶ Manage project schedules, including working closely with a research team to ensure project activities are completed in an accurate and timely manner.
- ▶ Help develop proposals for new research projects.

### **Education**

- ▶ Master's degree in economics, public policy, sociology, demography, statistics, psychology, education, or related field; or
- ▶ Bachelor's degree plus 3 to 5 years related work experience in research and evaluation services to federal or state agencies

### **Qualifications**

- ▶ Working knowledge of and understanding of public assistance programs serving low-income or vulnerable populations
- ▶ Background and strong interest in public policy or safety net research

- ▶ Strong foundation in qualitative and/or quantitative research methods
- ▶ Experience with quantitative or qualitative analytic software such as SAS, STATA, R, NVivo, or Tableau
- ▶ Strong organizational skills with demonstrated ability to meet deadlines and work both independently and as part of a team
- ▶ Excellent written and verbal communication skills
- ▶ Bilingual in Spanish is preferred

### **Contact**

**EEO:** All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, disability, or genetic information.

**Contact:** Send resume/curriculum vitae, a writing sample, and cover letter via email to—

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