## JOB ANNOUNCEMENT

## RESEARCH AND POLICY ASSOCIATE
## RESEARCH DEPARTMENT

**ABOUT THE NETWORK:** The California Child Care Resource & Referral Network (Network) is a nationally recognized non-profit membership organization of 69 local child care resource and referral agencies (R&Rs). For almost four decades, we have been a leader in understanding the demographics of the state, developing innovative partnerships with business and government, and helping our members respond to changing economic, social, and family needs. Along with our members, we raise a public voice for unmet child care needs at the local and state level. The Network has a unique and powerful role of listening to the varied needs of local communities and connecting this to policy advocacy. We partner with families, child care providers, members, and community leaders to ensure all children have the opportunity to learn and grow.

**ABOUT THE RESEARCH DEPARTMENT:** The Research Department leads a range of quantitative and qualitative research projects on various child care issues. These include our own data collection and analysis, such as the Data Standardization Project and the California Child Care Portfolio, a county-by-county and statewide report on child care supply, demand, and costs related to local and statewide demographics. This report assists national, state, and local policymakers, business leaders, health care professionals, educators, planning agencies, and child care advocacy organizations to address the child care needs of families in California. This also includes the R&R Services Project, which documents the impact local R&Rs have in their communities. Additionally, the Research Department periodically conducts surveys and interviews of child care providers and parents for various projects and initiatives, and writes issue briefs or analyzes data on topics such as utilization of child care subsidies across California, or trends in the training and licensing of the family child care supply. The Research Department also conducts data collection trainings and convenes member committees and workgroups related to research and data efforts.

**POSITION AVAILABLE:**  Research and Policy Associate, Full-Time
**$40,000 - $45,000** annual salary - DOE
The Network offers competitive benefits, including but not limited to:

Paid vacation and sick leave

Full coverage of health and dental/vision

Employer-sponsored pension contribution

Commuter benefits

Professional development opportunities


**APPLICATION DEADLINE**:       Open until filled


**POSITION OVERVIEW:**  The Research and Policy Associate will participate in the projects outlined above as well as other research projects. They will assist member agencies with data and technology needs and will provide training and technical assistance as needed.  This position directly reports to the Research Curator, whom they work closely with to produce high-quality research products that can be used for policy, advocacy, and to elevate the work of local R&Rs. Experience and interest in quantitative and qualitative research is required; experience and interest in child development, early education, or human services policy is preferred. This is a great position for someone looking to gain research skills before going on to graduate school. We ask for a minimum of a two-year commitment, due to the investment in training and length of the projects.


**JOB RESPONSIBILITIES:**

- Lead coordination and data collection efforts for the Data Standardization Project and R&R Services Project
- Analyze local R&R data and publicly-available datasets, including U.S. Census, American Community Survey, CA Department of Education, CA Department of Social Services, etc.
- Synthesize and organize child care trends, policy, and research to develop strategic insights and action
- Conceptualize research projects to support Network policy positions
- Assist with drafting research and policy briefs and infographics, and disseminating and presenting data both orally and written
- Collect and analyze data across all Network programs
- Provide training and technical assistance to local R&Rs on data collection and reporting
- Engage in outreach activities, including updating the research department web page, and posting relevant child care research on Facebook and Twitter

- Assist with coordination and organization of meetings and trainings with research workgroups, consultants, state agencies, and the R&Rs
- Assist with other research projects as appropriate

**QUALIFICATIONS:**
- Bachelor's degree required
- Demonstration of quantitative and qualitative research experience required
- Intermediate computer skills required (Word, Excel, ACCESS, PowerPoint)
- Evidence of working under deadlines with a high degree of accuracy required
- Excellent oral and written communication skills required
- Must be collaborative and team-oriented, while able to manage projects independently
- Must be detail-oriented, well organized, and able to problem solve and think logically
- Experience with a statistical software program (importing, exporting, recoding data, reporting statistics) and GIS mapping preferred
- Experience with Internet research preferred
- Experience with data visualization preferred (infographics, graphs, etc)
- Knowledge or interest in child care, early education, and working family issues preferred
- Policy experience a plus

**APPLICATION PROCESS:** Please email a cover letter and resume to: Gemma DiMatteo, Research Curator at gdimatteo@rrnetwork.org

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.