**sPECIAL sERVICE FOR gROUPS (SSG)**

Research & Evaluation Team

Job Announcement

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| **Title:** Sr. Research Analyst | **Division:** SSG Research & Evaluation Team |
| **FLSA:** Non-Exempt (Full-Time) | **Supervisor:** Rebecca Ratzkin, Asst. Director of SSG R&E |
| **Salary:** $28- $30 per hour for Senior Research Analyst | **Date Posted:** 12/3/2018 |

**Summary**

**Special Service for Groups (SSG)** is a multi-service nonprofit agency currently operating over 20 programs in Los Angeles and Orange Counties. The SSG Research & Evaluation Team (SSG R&E) provides various forms of evaluation, research, capacity building, technical assistance, training and program planning to local nonprofit, private philanthropic and public sector agencies. Our approach is grounded in cultural sensitivity and deep community roots in order to facilitate greater impact.

We are seeking a full-time Senior Research Analyst to lead research, evaluation, technical assistance and facilitation projects. Ideal candidates will have post-graduate experience working with demographic data and quantitative-based research methods and analysis.

**Essential Functions**

Manage and assist on a portfolio of research, evaluation and technical assistance projects. Lead on small to mid-size projects and support Asst. Director and Director on large-scale projects, business development and other activities as they arise. Primary duties include, but are not limited to:

* Develop and revise scopes of work
* Manage project budgets and timelines
* Design research/evaluation project plans, ensuring that methods are aligned with project scope, client expectations, and SSG R&E values. This may involve balancing adherence to scientific rigor and responsiveness to community needs. Review and revise project scopes of work and budget as needed.
* Manage and support project team, including subcontractors, to ensure timely project implementation and high quality deliverables
* Develop project templates for project staff to use in data collection, analysis, reporting and project management.
* Lead writing and editing or dissemination reports and presentations to key stakeholders; provide support and guidance to other project staff in meeting deliverables.
* Lead project team in conceptual framing, anticipating client/ funder needs, and aligning project work with broader landscape.
* Directing and supporting on a range of quantitative and qualitative data collection efforts, including developing process for managing and analyzing data
* Query, clean and analyze data from secondary sources such as Census, CHIS, or other public datasets.
* Conduct data analysis and synthesis, including data preparation, in a manner that adheres to research ethics and clear and reasonable interpretation and representation of the data. This may include producing charts, tables and other basic data visualizations.
* Design and conduct trainings and workshops on data literacy, evaluation methods and other related topics.
* Design and facilitate community meetings to generate buy-in for evaluation, present evaluation findings and/or other related activities
* Manage client relationships, including being a strategic thought-partner with Asst. Director and Director on how to adjust work and align project aims with larger goals of either client or field at large
* Assist with identifying new project leads and support development of proposals in response to RFPs
* Provide professional development assistance to R&E team members, including training on best practices in research and evaluation, writing, data analysis, etc.
* Other duties as needed.
* Regular attendance required.
* Possess a valid California driver’s license, reliable transportation to office as well as off-site meetings and automobile insurance
* Overtime, holiday, or weekend work may be required.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

* Master's degree or higher in Social Work, Public Health, Public Policy, Urban Planning or related field.
* Minimum of 3 years professional experience in conducting research and evaluation in communities, including independent design and management of projects.
* Solid working knowledge of research and evaluation methods including: experience with community surveys, quantitative design, analysis and mixed methods approaches.
* Experience working with Census data, including ability to conduct data transformations.
* Strong quantitative analysis skills, including ability to conduct descriptive, test of means and correlation analysis in SPSS or other statistical software.
* Strong written and oral communication skills, including experience writing narrative reports based on quantitative data.
* Ability to work with staff and community members from diverse racial, sexual orientation, cultural and socioeconomic backgrounds
* Ability to work independently, handle multiple projects, and coordinate work with team members.
* Ability to respond to and follow up with colleagues and community partners in a timely manner.
* Full proficiency in use of Internet, MS Word, and MS PowerPoint
* Advanced skills in MS Excel and/or SPSS or other analytical tool, including ability to create data bases for data entry/cleaning, ability to use formulas for basic descriptive analysis, ability to create charts and present data in professional format.
* Verification of Employment and Background Check
* Possess a valid California driver’s license, reliable transportation, and automobile insurance

**Preferred Qualifications - Knowledge, Skills and Abilities**

* Strong qualitative analysis skills, including ability to conduct complex rigorous analysis in Atlas.ti, NVivo or other software.
* Working familiarity with diverse communities in Southern CA, strongly preferred.
* Innovative research skills, especially in methodology that engages the community.
* Ability to work overtime, evenings, and weekends may be required.

**SSG R&E website:** [**http://www.ssgresearch.org/**](http://www.ssgresearch.org/)

**To apply for this position:**

**All interested candidates must submit an online application through this link:**

https://www.surveymonkey.com/r/SSG\_SRA

Please attach a cover letter and resume in the online application (do not email resumes).

For questions or inquiries please contact Rebecca Ratzkin at [rratzkin@ssg.org](mailto:rratzkin@ssg.org).

Those who apply by **December 20, 2018** will receive priority consideration, but position will be open until filled. Applicants who do not send a cover letter and those who do not meet the minimum qualifications will not be considered.

*Special Service for Groups is an Equal Opportunity/Affirmative Action Employer*