**sPECIAL sERVICE FOR gROUPS (SSG)**

Research & Evaluation Team

Job description

**Title:** Research Analyst **Division:** SSG Research & Evaluation Team

**FLSA:** Non-Exempt (Full-Time) **Supervisor:** Brian Hui, Director of SSG R&E

**Pay Range:** $24-$28.75 per hour **Date Revised:** 5/6/2019

**Summary**

**Special Service for Groups (SSG)** is a multi-service nonprofit agency currently operating over 20 programs in Los Angeles and Orange Counties. Under its Research & Evaluation (R&E) Team, SSG is providing various forms of capacity building and technical assistance around program planning, evaluation and community-based research to local nonprofits, private philanthropy and public sector agencies. Our approach includes cultural sensitivity and deep community roots to make greater impact.

Under the direction of the R&E Unit Director, the Research Analyst is responsible for providing capacity building and highly customized technical assistance to local groups around program design, evaluation, collective impact and community-based research. This individual is responsible for managing all aspects of small R&E projects with minimal supervision. The Research Analyst will also support other R&E team members with larger projects. The tasks, duties and responsibilities of the job include, but are not limited to, the following:

**Essential Functions**

* *With guidance from R&E Director, Assistant Director and/or Senior Research Analyst staff member*, manage or co-manage small R&E projects (i.e., projects with annual budgets of less than $30K and 2 staff), including, but not limited to:
  + Develop and revise project scopes of work and budget
  + Manage project budget, including invoicing in accordance with client requirements
  + Manage and support project team to ensure timely project implementation and high quality deliverables
  + Ensure that evaluation and research methods are aligned with project scope, client expectations, and R&E values. This may involve balancing adherence to scientific rigor and responsiveness to community needs.
  + 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
  + Write, edit and disseminate project reports and present findings to diverse stakeholder audiences, including community members
* Provide support to Senior Research Analyst, Assistant Director and Director for mid-size and large R&E projects, including recruitment, data collection (conducting focus groups, individual interviews, in person & online surveys, observations and other methods), data management, data analysis (including creating tables, charts and other graphics), and reporting
* Provide training and technical assistance on research and evaluation to community-based organizations and SSG programs, including the coordination of peer-learning activities and assessment of technical assistance needs. This includes presenting to clients, funders, and community members.
* Conduct community workshops on topics including, but not limited to, conducting community needs assessments, logic model development, evaluation methods, identifying evidence-based practices, and using data for program development and policy advocacy purposes.
* Support Senior Research Analysts, Assistant Director and Director to provide technical assistance and evaluation capacity building for SSG divisions
* Conduct literature reviews of academic literature and field reports
* Conduct queries of secondary data, utilizing online databases, Census websites and other data portals
* Perform data requests for SSG divisions and community partners

**Secondary Functions**

* Maintain relationships and network with other service providers and organizations that serve the targeted communities of SSG programs
* Support team with reporting and proposal writing by performing copy-edits and assisting with deliverable production/assembly
* Other duties as assigned

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

* Master's degree or higher in Social Work, Public Health, Public Policy, Urban Planning or related field; OR Bachelor’s degree in related field plus minimum 3 years of experience conducting related research and program evaluation in community settings
* Solid working knowledge of research and evaluation methods including: qualitative/quantitative design & analysis and mixed methods approaches, developing and implementing evaluation plans, and familiarity with participatory/empowerment approaches to research and evaluation.
* Good writing and editing skills essential
* Ability to work with staff and community members from diverse racial, sexual orientation, 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, 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
* A minimum of 2-year commitment
* Regular attendance required

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

* Verbal and written fluency in a language other than English (bilingual pay differential available for individuals with full professional written & verbal fluency in Spanish, Asian or Pacific Islander languages)
* Strong quantitative analysis skills, including ability to conduct descriptive, test of means and correlation analysis in SPSS or other statistical software.
* 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 preferred
* 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_RA>

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

For questions or inquiries please contact Brian Hui at [bhui@ssg.org](mailto:bhui@ssg.org).

Those who apply by **June 1, 2019** 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*