

Research Assistant Position Description

Measurement Resources is seeking a research assistant to work in a high-growth, mission-driven environment. Please review the following position description. If interested, please submit a cover letter explaining why you believe you are the perfect fit for this position, salary requirements, and your resume to mtjones@measurementresourcesco.com. References and transcripts will be required before an offer of hire will be made.

Measurement Resources is a small organizational development and research consulting firm that assists government and nonprofit agencies with data-driven decision-making that improves organizations' efficiency and effectiveness. Our services help our clients use data-driven solutions to:

- increase efficiencies,
- demonstrate impact and outcomes,
- increase funding, and
- accomplish their mission and goals.

We use a variety of best practice management tools that are customized to our clients' needs. Popular approaches include performance management and reporting solutions, program and outcome evaluation, organizational research, leadership and culture assessments, strategic planning, needs assessments, and data-driven management training and technical assistance.

Our mission is to strengthen communities by strengthening the organizations that impact them. Our clients are a diverse mix of state, city and county government agencies, human services organizations and nonprofits in Ohio and the surrounding region.

Values

Excellence in all we do

Integrity

Collaboration and teamwork

Empowerment

Innovation

Faith and Trust

Research Assistant

The Research Assistant is a full time hourly position that assists with implementation of program evaluation and research projects. Tasks include: (1) interact with team members to assist with the creation of appropriate evaluation plans and tools; (2) coordinate data collection sites; (3) conduct focus groups and interviews; (4) conduct quantitative and qualitative data analyses for various program and organization evaluation and research projects; (5) collect, clean, merge, aggregate, analyze, and report data contained in several datasets; (6) conduct literature reviews, research support, and input as needed to the evaluation and research project teams; (7) prepare written evaluation reports and presentations of research and evaluation results.

This position reports to a Senior Research Associate for all project related activities. They are also expected to work closely with the President, Sheri Chaney Jones.

QUALIFICATIONS

- Master’s degree preferred in a social science discipline (experience can substitute for a degree)
- Strong interpersonal skills, including active listening and presenting in front of groups
- Six months to a year experience in qualitative data collection (i.e. facilitating focus groups, conducting interviews, etc.) preferred
- Ability to interact with diverse populations (executives, white collar, blue collar, etc.)
- Applied experience in program evaluation and qualitative data analysis (school projects may count towards experience)
- Demonstrated experience in designing, managing and analyzing datasets
- Demonstrated experience using MS Excel, experience with the Statistical Package for the Social Sciences is preferred.
- Experience with designing and implementing online survey tools
- Ability to design engaging reports and presentations; understanding of data visualization and info graphic best practices preferred
- High attention to detail
- Ability to work collaboratively as a team as well as work independently and to meet deadlines
- Ability to travel to meetings across the state of Ohio and occasionally out of state
- Ability to adapt quickly to change and work in a growing environment

SALARY

Salary is competitive and commensurate with professional experience.