Overview
The nonprofit Urban Institute is dedicated to elevating the debate on social and economic policy. For nearly five decades, Urban scholars have conducted research and delivered evidence-based solutions that improve lives and strengthen communities across a rapidly urbanizing world. Our objective research helps expand opportunities for all, reduce hardship among the most vulnerable, and strengthen the effectiveness of the public sector.

The Center on Labor, Human Services, and Population is seeking a talented Research Associate II with experience in quantitative research methods and an interest in conducting both quantitative and qualitative research. The ideal candidate can work collaboratively on a variety of projects focused on policy-relevant research in areas such as early childhood education, child welfare, safety net programs, low income working families, immigration, demographic change, food insecurity, or asset building and wealth accumulation among low-income populations.

Responsibilities
• Collect, manage, clean, and analyze data (including working with national data sets and administrative data) using statistical methods and software (STATA, SAS, R)
• Produce tables, graphics, and maps for reports based on quantitative analysis
• Review and evaluate prior research to provide insight and write literature reviews for proposals, briefs, and project reports
• Prepare interview and focus group protocols, manage recruitment, and support research team in collecting qualitative data through site visits and phone data collection
• Assist in the development of surveys and questionnaires
• Analyze qualitative data to draw out key themes
• Contribute to presentations, reports, articles, policy briefs, and other written materials
• Manage proposal and project budgets, organize meetings and develop meeting materials, create project timelines and schedules, and help manage the timely delivery of progress reports and deliverables.
• Communicate effectively with multiple research teams and project leaders
• Provide support to other areas of the Urban Institute as needed.

Qualifications
• Master’s degree in child development, demography, economics, education, public health, public policy, sociology, statistics, or related fields along with 2 or more years of applicable experience required.
• Outstanding writing ability, problem solving ability, strong oral communication, excellent organizational skills, and the ability to work effectively on multiple projects at once are required skills.
• Prior experience working with SAS, STATA, R or other sophisticated analytical software and mapping software is required.
• Prior experience developing surveys and protocols, or collecting and analyzing qualitative data using programs such as NVivo is a plus.
• Prior experience with project management is a plus.
• Fluency in Spanish or relevant Spanish skills in research are a plus.
Compensation & Benefits
Employees of the Institute enjoy a broad range of attractive employer-paid benefits and very competitive compensation levels.

The Urban Institute strives to be a vibrant, creative community of skilled and committed people who bring to their work a whole range of different experiences. Accordingly, the Urban Institute is committed to Equal Employment Opportunity without regard for race, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity or any other protected status under applicable law.

The Urban Institute is an Equal Opportunity/Affirmative Action Employer -- Minorities/Women/Disabilities/Veterans.

To learn more about the Urban Institute and its work, please visit www.urban.org.