LHP Research Associate II-Qualitative Research & Project Manager

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 qualitative research and project management. 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
• Prepare interview and focus group protocols, manage recruitment, and lead and support research team in collecting qualitative data through site visits and phone data collection
• Analyze qualitative data to draw out key themes using qualitative data software (NVIVO, AtlasTi)
• Assist in the development and administration of surveys and questionnaires
• 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, coordinate communication with outside partners, and help manage the timely delivery of progress reports and deliverables.
• Review and evaluate prior research to provide insight and write literature reviews for proposals, briefs, and project reports
• Communicate effectively with multiple research teams and project leaders
• Assemble and analyze quantitative data and produce tables and graphics as needed
• Manage junior staff on projects
• Provide support to other areas of the Urban Institute as needed

Qualifications

Required
• 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.
• Outstanding writing ability, problem solving ability, strong oral communication, excellent organizational skills, and the ability to work effectively on multiple projects.
• Prior experience developing surveys and protocols, collecting qualitative data through site visits and phone interviews, and analyzing qualitative data using qualitative data software (e.g. NVIVO, AtlasTi).
• Prior experience writing up qualitative research results in briefs, reports, and presentations.
• Prior experience with project management.
Preferred
- Prior experience in a research environment and experience working on process evaluations, implementation evaluations, needs assessments or exploratory field research
- Relevant Spanish skills in research

Compensation & Benefits
Employees of the Institute enjoy a broad range of attractive employer-paid benefits and very competitive compensation levels.

The Urban Institute is an Equal Opportunity Employer M/F/V/H. The Urban Institute values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law. To learn more about the Urban Institute and its work, please visit www.urban.org