



RESOURCE DEVELOPMENT ASSOCIATES  
2333 HARRISON STREET | OAKLAND, CA 94612  
(510) 488-4345 | FAX (510) 735-9064  
[www.resourcedevelopment.net](http://www.resourcedevelopment.net)

**POSITION TITLE:** Program Analyst  
**HOURS:** Full time  
**LOCATION:** Oakland, CA  
**SALARY:** Salary range based on experience

### **Who We Are**

Resource Development Associates (RDA) is a mission driven consulting firm with a 30-year history; our commitment to social justice permeates every aspect of our work. We provide consultation to city, county, and state agencies and non-profit organizations through the provision of planning, evaluation, resource and organizational development, data analysis, facilitation, and training and technical support services. Our efforts are aimed at addressing persistent social, health and economic problems of populations served by public agencies. Learn more about our mission, services, and strengths-based approach to our work at [www.resourcedevelopment.net](http://www.resourcedevelopment.net).

### **Who You Are**

RDA is seeking a highly-motivated individual with strong quantitative and qualitative data collection and analytical research and writing skills. The ideal candidate will also have successful experience in evaluation and/or strategic and program planning, and a demonstrated commitment to social and economic justice. Program Analysts work as members of project teams with Research Associates and Senior Program Associates on a wide variety of projects including but not limited to program evaluation, program, operational, and strategic planning, implementation support, and grant writing. The Program Analyst position is a mid-level position and can lead to other levels of employment.

### **What You'll Do**

- Develop a data analysis plan, outlining research methodology, analytical questions, sampling and testing information
- Obtain, organize, code, clean and analyze large N datasets; run appropriate statistical tests and consider all variables for data analysis;
- Develop statistical, economic and cost analysis models;
- Finalize data collection tools;
- Prepare and conduct quality review of report charts and graphs to ensure completeness, accuracy and relevance;
- Conduct research on best practices and prepare literature reviews;
- Prepare written submissions in response to requests for proposals;
- Create and prepare PowerPoints and other materials for presentation at internal and external meetings;
- Work directly with RDA clients to provide support and develop collaborative working relationships;
- Use data visualization techniques, design data dashboards and infographics to present data;
- Work as a team member with other staff on multiple projects and efforts;
- Facilitate meetings, workshops, and conferences on behalf of RDA;
- Organize and conduct focus groups and key informant interviews;
- Draft and finalize evaluation reports, strategic plans, grant proposals, and needs assessments.

### **What You'll Bring**

- Master's degree in criminal justice, psychology, social work, education, public health, business administration or related field
- Three years of work experience in governmental or non-profit organizations
- Excellent communication skills including verbal and written
- Quantitative analytical skills
- Competency in Word, Excel, and PowerPoint programs
- Display professionalism in the workplace and the field, and manage confidential data
- Ability to work well independently and as part of a team
- Strong attention to detail and time management skills
- Demonstrated experience in being a quick learner and self-directed
- Multilingual skills desirable
- Experience working with culturally and ethnically diverse communities

### **Benefits at RDA**

- 100% RDA sponsored health / dental / vision insurance
- RDA sponsored long & short-term disability Insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses
- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years



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**To Apply:** Please send cover letter, resume, three references, writing sample and salary requirements to [admin@resourcedevelopment.net](mailto:admin@resourcedevelopment.net). This job will remain open until filled. No phone calls please. RDA appreciates each application it receives, but due the volume of responses for positions at RDA, only candidates who best fit the needs of the organization will be contacted.

As an equal opportunity employer, RDA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply.