POSITION TITLE:	Research Associate - Quantitative
HOURS:	Full time
LOCATION:	Oakland, CA
SALARY:	Salary range based on experience

Organizational Overview

RDA is a mission driven 30 year old consulting firm and 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. 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.

Position Summary

Resource Development Associates is seeking a highly-motivated individual with strong quantitative and qualitative research and communication skills (verbal and written), who is committed to social and economic justice. Research Associates work as members of project teams with Program Associates and Senior Program Associates on a wide variety of issues including but not limited to evaluations, planning projects, and grant writing on juvenile and criminal justice, mental health, social services, foster care, public health and many other disciplines. The Research Associate position is an entry level position and can lead to other levels of employment.

Responsibilities

- Participate in both quantitative and qualitative data collection and analysis including conducting interviews and facilitating discussions; creating and administering survey tools; entering, managing and QA-ing data;
- Coordinate data requests with city, county and non-profit organizations; review datasets to ensure understanding of data structure and meaning, and to clarify assumptions, outcomes and findings, and escalate issues as needed;
- Obtain, organize, code, clean and analyze large N datasets; run appropriate statistical tests and consider all variables for data analysis with minimal oversight;

- Support senior staff by conducting research utilizing on-line sources, journal articles and reports, writing up summaries of researched materials, drafting reports;
- Assist meeting facilitators and leaders of focus groups (including conducting outreach and organizing meetings, note-taking and charting);
- Be able to understand and follow a work plan;
- Provide administrative support including data entry, general office tasks, etc; other duties as assigned.

Minimum Qualifications

- Master's degree preferred in public health, education, social sciences or related field or BA in liberal arts, political science or related field with two to three years of experience;
- 1+ years of experience using SAS, STATA, or other statistical package in a professional or academic environment is preferred
- Competency with Word, Excel, PowerPoint and Access;

- Spanish language fluency is highly desirable;
- Display professionalism in the workplace and the field;
- Strong attention to detail and time management skills;
- Demonstrated experience in being a quick learner and self-directed.

Employee Benefits

- Generous vacation and sick leave
- RDA sponsored life and AD&D insurance
- 401k, with RDA discretionary match after 2 years of employment

- 100% RDA sponsored health, dental, and vision insurance
- RDA sponsored long and short-term disability insurance
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses

To Apply: Please send cover letter, resume, three references, and a writing sample to careers@resourcedevelopment.net. This job will remain open until filled. No phone calls please. RDA is an equal opportunity employer. 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.