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RDA is a woman-owned, mission-driven consulting firm with 35 years of experience partnering with public and nonprofit organizations to promote the well-being of vulnerable populations faced with persistent social, health, and economic challenges.

Program Associate

LOCATION: Oakland, CA

SALARY: Salary range based on experience

The Opportunity

Resource Development Associates (RDA) seeks a highly-motivated individual with strong qualitative and quantitative 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 Associates work with Research Associates and Senior Program Associates on a wide variety of projects, including evaluation, strategic planning, implementation support, and grant writing. This is a mid-level position that 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
- 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
- Work directly with RDA clients to provide support and develop collaborative working relationships
- Create and prepare PowerPoints and other materials for presentation at internal and external meetings
- Use data visualization techniques, analytics dashboard design, and infographics to present data
- 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
- Work as a team member with other staff on multiple projects and effort

About You

- Master's degree in criminal justice, psychology, social work, education, public health, or related field
- Three years of work experience in governmental or non-profit organizations
- Excellent communication skills including verbal and written
- Quantitative analytical skills
- 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 of Working 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

To Apply

Please send a cover letter, resume, writing sample, and three references to careers@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.

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