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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.

Research Associate

LOCATION: Oakland, CA

SALARY: Salary range based on experience

The Opportunity

Resource Development Associates (RDA) seeks 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 with RDA team members to provide a variety of services, including evaluation, planning, and grant writing, across the health and services spectrum, including juvenile and criminal justice, mental health, social services, public health, workforce development, and many other disciplines. The Research Associate position is considered entry level and can lead to other levels of employment.

What You'll Do

- Participate in both quantitative and qualitative data collection and analysis, including conducting interviews and facilitating discussions; creating and administering survey tools; entering, managing and QAing data
- Coordinate with city, county, and nonprofit organizations to obtain data
- Prepare PowerPoints and other materials for presentation at internal and external meetings
- Conduct research on best practices and prepare literature reviews
- Conduct research utilizing online sources, journal articles, and reports; summarize the research in writing; and draft reports
- Review datasets to ensure understanding of data structure and meaning and to clarify assumptions, outcomes, and findings
- Draft and finalize evaluation reports, strategic plans, grants, and needs assessments
- Assist meeting facilitators and leaders of focus groups by conducting outreach and organizing meetings, note-taking, and charting
- Work as a team member with other staff on multiple projects and efforts
- Understand and follow a work plan
- Provide administrative support, including data entry and general office tasks
- Other duties as assigned

About You

- Master's degree preferred
- Competency with Microsoft Office programs, including Word, Excel, PowerPoint, and Access
- Experience working with culturally and ethnically diverse communities
- Spanish language fluency is highly desirable
- Display professionalism in the workplace and the field
- Strong attention to detail and time management skills
- Demonstrated ability to learn quickly and be self-directed

Benefits of Working at RDA

- 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 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.