



RDA is a woman-owned, mission-driven consulting firm with a 36-year history. We provide consultation to city, county, and state agencies and nonprofit organizations. Our efforts are aimed at promoting social and economic justice and addressing structural inequities. Please visit our website to learn more about the work we do and the core values that guide us.

## Quantitative Program Associate

**Location:** Oakland, CA

### The Opportunity

RDA is seeking a highly-motivated individual with strong quantitative and qualitative analytical research and writing skills, with an interest in the public health and behavioral health systems, and who has a commitment to social and economic justice. Quantitative Program Associates work as members of project teams on a wide variety of issues including, but not limited to, evaluations, planning projects, and grant writing, and the ideal candidate will have demonstrated success in these areas. The Quantitative Program Associate position is a mid-level position and can lead to other levels of employment.

### What You'll Achieve in Your First Year

#### Use Research to Highlight Community Assets and Needs

- Obtain, organize, code, clean and analyze large N datasets
- Review datasets to ensure understanding of data structure and meaning, and to clarify assumptions, outcomes and findings
- Develop a data analysis plan, outlining research methodology, analytical questions, sampling and testing information
- 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
- Finalize data collection tools and map them against the evaluation plan
- Organize and conduct focus groups and key informant interviews

### About You

- Inspired to advance social justice
- Experience working with culturally and ethnically diverse communities
- Ability to juggle and prioritize between tasks and projects
- Demonstrated experience in being a quick learner, self-directed, and ownership
- Master's degree or Ph.D. in social work, public policy, public administration, public health, behavioral health, education, or related field preferred; experience may replace education
- Multilingual skills desirable

### To Apply

Please send a cover letter and resume to [careers@resourcedevelopment.net](mailto:careers@resourcedevelopment.net) with the subject line "Quantitative Program Associate." This job will remain open until filled. No phone calls please. RDA appreciates each application received, but due to the volume of responses, only candidates who best fit the needs of the organization will be contacted.

### Celebrating Diversity and Inclusion

RDA is an equal opportunity employer and is committed to equitable and inclusionary hiring practices. We strongly encourage applicants to apply from all cultural backgrounds, religions, sexual orientations, genders, and ages.

### Engage in Partnerships

- Work directly with RDA clients and provide support and maintain a positive relationship
- Work as a team member with other staff on multiple projects and efforts
- Coordinate with city, county, and nonprofit organizations to obtain data

### Help us Grow Our Impact

- Prepare written submissions in response to requests for proposals

### Share Findings with Decision Makers and Community

- Facilitate meetings, workshops, and conferences on behalf of RDA
- Prepare PowerPoints and other materials for presentation at internal and external meetings
- Draft and finalize evaluation reports, strategic plans, grants, and needs assessments

### Benefits of Working at RDA

- Dynamic and collaborative workplace
- Family-friendly environment with flexible schedules
- Paid vacation and sick leave
- 100% RDA sponsored insurance
- 401k, with RDA discretionary match after 2 years
- Pre-tax flexible spending accounts for medical, dependent care, and transit and parking expenses