



## **Research Associate at PIE Org**

### **Job Description**

The Research Associate at PIE Org will be responsible for moving evaluation and research projects forward through data collection, literature reviews, qualitative analysis, and technical assistance. This position is also responsible for attending various program meetings and preparing follow-up documentation. As a person grows and learns in this position, there will be opportunities to lead their own evaluations and conduct quantitative analysis, as appropriate. A person with strong interest in research and evaluation is encouraged to apply - this position will gain exposure to many facets of PIE's work as well as considerable experience and expertise over time. This job requires travel to partner organizations around the Chicagoland area and prioritization of tasks to balance the 10-20 different projects assigned throughout the course of a year. Considerable flexibility and accommodation is needed. Client priorities, needs, and expectations often change throughout the course of a project; therefore, the ability to complete tasks in a timely manner, prioritize time, and be responsive is critical to success. Because much of our work is completed on-site in the neighborhoods where partner organizations are located, this position will work remotely a majority of the time.

This is a full-time position and includes a substantial compensation and benefits package with health-care, retirement, and a generous vacation policy.

### **Qualifications**

The ideal candidate will have a bachelor's degree and experience in evaluation, research, or non-profit administration. A master's degree in education/social work/public policy/research methods is preferred. The successful candidate will possess the following skills:

- Culturally competent, aware, responsive, and comfortable working well with a variety of individuals and groups from the most vulnerable communities.
- Excellent Microsoft Office skills, especially Excel.
- Strong communication and interpersonal skills.
- Deep interest in pursuing program evaluation in the non-profit sector.
- Ability to conduct qualitative and quantitative data collection (e.g., interviews, focus groups, observations, surveys).
- Strong research skills, such as the ability to research and write up comprehensive literature reviews about program outcomes.
- An understanding of the logic model/program theory process.
- Ability to complete tasks as assigned, meet deadlines, and be responsive to competing needs and priorities.
- Reliable transportation.

### **Supervision**

This position reports directly to the Evaluation Director, who will provide formal supervision each week and informal, ongoing supervision as needed to complete projects.

**Statement on Inclusivity**

PIE is committed to creating a diverse environment and is proud to be an equal opportunity employer.

**How to Apply**

We will not be able to respond to phone inquiries or incomplete responses, but for those who think this may be the ideal fit, here are some tips to break through the application process:

- We want to see evidence of your writing and research skills - please provide a literature review or research-related writing sample.
- We want to understand your interest in social science issues (whether through the lens of statistics, public policy, economics, community psychology, or social work, etc.), so include a cover letter that speaks to your interest and experience in these content areas.
- We like efficiency, so please send us an e-mail response to this inquiry with one PDF attachment saved as your last name, including your resume, cover letter, and sample analysis.
- Email replies to [admin@pieorg.org](mailto:admin@pieorg.org) by August 1, 2018.