



## Job Title: Junior Research Analyst

The Policy & Research Group (PRG) has offices in New Orleans and Seattle and specializes in research and evaluation of public policy and programs. We apply high-quality social science methodology to study a broad range of areas, including: substance abuse; HIV/AIDS; mental health; education; housing; adolescent risk reduction; and public health. PRG is an Equal Opportunity Employer. PRG operates a casual work environment that is both professionally and intellectually demanding. See [www.policyandresearch.com](http://www.policyandresearch.com) for more information.

The Policy & Research Group is seeking a motivated, detail-oriented candidate to manage ongoing research and evaluation projects. This is a full-time, exempt position. Primary duties will include day-to-day management of evaluation projects, managing data collection, assisting with research protocol development, and preparing written evaluation reports under the guidance of senior staff. The position will be based out of the New Orleans office.

### Qualifications:

- 1-3 years research experience
- A Master's degree in social science or related discipline, (please note that a Juris Doctorate degree does not meet the education requirements)
- Strong interest and/or experience in conducting high-quality research
- Exceptional organizational skills and attention to detail
- Excellent communication and computer skills
- Commitment to PRG's mission: to produce rigorous research and evaluation that benefits people by improving programs and innovations that aim to improve social, behavioral, health, economic, and employment potential
- Reliable and consistent transportation required
- Ability to work a flexible schedule; some evening and weekend hours may be required

### Benefits:

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment
- Approximately 16 paid holidays per year (this includes an end of the year break where the office is closed between Christmas and New Year's Day)
- Medical, dental, and vision group plans offered; employer pays portion of premiums
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match

**Starting wage:** \$45,000

**Hours:** This is a full-time position. Some evening and weekend hours may be required.

**Location:** 8434 Oak Street, New Orleans, LA 70118

**Travel:** This position requires some local and out-of-state travel. Reliable and consistent transportation is required. Travel and local mileage will be reimbursed.

**To apply:** Please email a cover letter, resume, application form, unofficial graduate transcripts, writing sample, and three references to [jordan@policyandresearch.com](mailto:jordan@policyandresearch.com). Please make sure to include "Junior Research Analyst" in the email subject line. Please submit your materials as soon as possible; the search will remain open until we find the right candidate. The anticipated start date is March 2019.