



## Job Title: Research Assistant

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; 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 carry out research assistant duties to help support our 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. This is a full-time, exempt position. The person hired will provide support for ongoing PRG evaluation and research projects, including project management, coordination of and preparation for data collection, conducting data collection, assisting with formatting web-surveys or other data collection instruments, conducting data entry, following up with study participants, and performing data quality assurance tasks.

### Qualifications:

- 0-1 years research experience
- B.A./B.S. required
- 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:** \$40,000

**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.

**Position start date:** The anticipated start date for this position is February 1, 2019.

### To apply:

Please email a cover letter, resume, application form, unofficial college transcripts, and three references to [jordan@policyandresearch.com](mailto:jordan@policyandresearch.com). Please make sure to include "New Orleans Research Assistant" in the email subject line.

Please submit your materials as soon as possible - the search will remain open until we find the right candidate.

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