

communitas CONSULTING

CUSTOM SOLUTIONS • MEANINGFUL RESULTS

Part-Time Research Assistant **Communitas Consulting, www.communitasconsulting.com**

Communitas Consulting specializes in developing the custom solutions and committed partnerships that help leaders at nonprofits, foundations, and government organizations implement and achieve their vision of success. By using research, strategic planning, coaching, coalition building, and in-depth analysis, we bring social change into focus, answering the challenges and building on the strengths of each client.

Research Assistant

Communitas Consulting seeks a part-time Research Assistant to support and implement a high-quality social sector needs assessment of early childhood education across Virginia and accompanying strategic plan. The position requires approximately 8-15 hours per week through June 30, 2019 for the early childhood project, at variable levels from week to week, and has potential to continue with additional projects for national, regional, and local philanthropies, nonprofits, and public agencies.

The Research Assistant will work with a team of research and policy staff to gather and analyze both qualitative and quantitative primary and secondary data. The Research Assistant will engage in the following:

- Primary data collection/analysis – Implementing and analyzing community surveys, preparing and conducting focus groups, assisting with one-on-one interviews, and planning large community meetings
- Secondary data collection/analysis – Gathering existing reports and data sets, cleaning data sets for analysis, and conducting preliminary statistical analysis
- Writing – Assist in creating content for presentations to state officials and the written reports of the needs assessment and strategic plan
- Travel – Attend and assist with conducting surveys, focus groups, and community meetings at research sites across Virginia

COMMUNITASCONSULTING.COM

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Qualifications and Characteristics

Among other qualities, the ideal candidate will possess: (1) their own transportation to travel to local sites as needed; (2) exceptional, demonstrated organizational skills; (3) the ability to work virtually with a team; (4) the ability to work comfortably with all types of people (e.g., ranging from state leaders to families with small children); (5) excellent writing skills and client relationship capacities; and (6) demonstrated quantitative analysis experience, as well as qualitative. Additional qualifications include:

- Minimum of a bachelor's degree (preferably in a social or community policy area, such as psychology, education, sociology, or public policy)
- Minimum of 2 years research experience
- Demonstrated commitment to equity and inclusion
- Experience working with low-wealth populations
- Experience with SPSS, Stata, or other statistical software
- Experience with and trust in collegial decision-making, coupled with the ability to work independently, flexibly, and with good humor
- Ability to handle multiple assignments and anticipate and meet inflexible deadlines
- Ability to pay attention to accuracy and detail while thinking broadly; excellent organizational and project management skills
- A strong results orientation
- Effective communicator and writer
- Bilingual or multilingual candidates encouraged to apply

Compensation

This position will last through June 30, 2019, with potential to continue on additional projects. The pay for this part-time position is hourly and is commensurate with experience and salary history. The work is contractual, and weekly hours depend on the size and scale of the evaluation and assessment projects underway. While much of the work can be completed virtually, the Research Assistant will be expected to meet in person with the team in the Charlottesville and Richmond, Virginia area and be available for some travel across the state in support of primary data collection. Travel will be reimbursed at standard federal rates.

Location

Charlottesville or Richmond, Virginia

Deadline and Submission

Please submit a cover letter, resume, and the names of three references by email to Saphira Baker, info@communitasconsulting.com, by February 17, 2019.