sPECIAL sERVICE FOR gROUPS

Job description

**Title:** Research Analyst I **Division:** SSG Core/Research and Evaluation Unit

**FLSA:** Non-Exempt (30 hours/ week) **Supervisor:** Eric C. Wat, R&E Unit Director

**Pay Range or Rate:** $22.00 - $25.00/hour, includes fringe benefits **Revised:** August 21, 2013

**Summary**

**Special Service for Groups (SSG)** is a multi-service nonprofit agency currently operating over 25 programs in Los Angeles and Orange Counties. Under its Research and Evaluation Unit, SSG is contracted to provide training and technical assistance to community-based organizations in community-based action research and/or program evaluation. Under the direction of the R&E Unit Director, the Research Analyst supports SSG programs in any research and evaluation efforts and works with the R&E team to conduct trainings and provide technical assistance to community-based organizations to increase their capacity for program evaluation and organizational development. The Research Analyst is involved in the development of research publications on policy issues pertinent to SSG programs. In addition, the Research Analyst may be assigned to work with SSG’s Program Development Team to support the development of funding proposals for SSG programs. The scope of activities and research topics will be determined by agency needs as well as the Research Analyst’s interests.

**Essential Functions**

* Provide training and technical assistance on research and evaluation to community-based organizations and SSG programs, including the coordination of peer-learning activities and assessment of technical assistance needs. Assist R&E Unit Director in conducting community workshops on topics including conducting community needs assessments, developing surveys and focus groups, identifying evidence-based practices, and using GIS maps for program development and policy advocacy purposes
* Conduct program evaluation for SSG programs and community partners, including design of evaluation instruments and/or databases, data analysis and interpretation, and the writing and dissemination of reports
* Develop data publication (reports or briefs) based on Census and other data to support SSG’s advocacy efforts
* Participate in SSG’s Development Team, including supporting the development of programs and funding proposals for SSG programs
* Conduct literature reviews, utilizing online, academic, library, Census and community resources
* Perform data requests for SSG agencies and its community partners

**Secondary Functions**

* Provide project information, program data, and reports and recommendations to R&E Director and SSG’s Program Development Team
* Maintain relationships and network with other service providers and organizations that serve the targeted communities of SSG programs
* Other duties as assigned

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

* Master's degree or higher in Social Work, Public Health, Public Policy, Public Administration or related field, or commensurate with 2 years experience conducting research and program evaluation in community settings
* Good writing and editing skills essential
* Ability to work with staff and community members from diverse racial, sexual orientation, and socioeconomic backgrounds
* Ability to work independently, handle multiple projects, and coordinate work with team members
* Ability to respond to and follow up with community partners in a timely manner
* Computer skills in use of Internet, MS Word, MS Excel, and MS PowerPoint
* Verification of Employment and Background Check
* Possess a valid California driver’s license, reliable transportation, and automobile insurance
* A minimum of 2-year commitment
* Regular attendance required

**Additional Qualifications - Knowledge, Skills and Abilities Preferred**

* Ability to speak, read, and write Spanish fluently *highly desired*
* Strong quantitative analysis, including ability to mine existing data, develop database, perform complex data analysis, explain data analysis in plain language to community members, engage members in research process, etc.
* Knowledge and experience in using statistical software, such as STATA, SPSS, and/or SAS
* Working familiarity with multiple communities in Los Angeles strongly preferred
* Innovative research skills, especially in methodology that engages the community preferred
* Ability to work overtime, evenings, and weekends may be required.

**Supervisory Responsibilities**

This position does not have any supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

This position takes place primarily in the SSG/Research and Evaluation office and occasionally in partner organizations across Los Angeles County.

**Physical Requirements**

The position requires primarily sitting and working at a computer workstation, including reading and typing. This position requires occasional driving.

**Mental Requirements**

The position requires the ability to process and analyze information from multiple sources and to articulate the significance of that information. This position also requires the ability to work independently and prioritize in order to meet deadlines.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at anytime, according to Agency needs.

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Employee Signature Date

*Special Service for Groups is an Equal Opportunity/Affirmative Action Employer*