Community Research Partners

Exempt Job Description: Senior Research Associate

May 2, 2012

Job Title: Senior Research Associate   **Reports to**: Director of Research Services

BACKGROUND:

Community Research Partners (CRP) is a unique non-profit research center based in Columbus, Ohio, with a mission of strengthening communities through data, information, and knowledge. Since 2000, CRP has undertaken more than 300 projects in central Ohio, statewide, and as part of national initiatives. CRP works on a wide array of issues and topics, with an increasing focus on data visualization, needs and issue assessment, housing and community development, preschool through adult education, poverty and homelessness, and employment and workforce development. CRP currently has 11 full-time staff.

CRP is a partnership of the City of Columbus, United Way of Central Ohio, the Franklin County Commissioners, and The Ohio State University. CRP is a partner in the Urban Institute's National Neighborhood Indicators Partnership and in the national Working Poor Families Project.

CRP offers a competitive salary and benefits package and free parking. Position will remain open until filled. Submit resume/vitae, references, and salary requirements* by mail, fax, or e-mail to:

Community Research Partners
Attn: Director of Research Services
300 E. Broad St., Suite 490
Columbus, OH 43215
Fax: (614) 224-8132
hr@researchpartners.org
www.researchpartners.org
EOE
***Submissions without salary requirements will not be considered**

A) JOB SUMMARY AND PURPOSE:

The Senior Research Associate is a full-time position responsible for: (1) collecting, geocoding, and processing socio-economic, program, and property data; (2) maintaining and updating data available through CRP's data access websites; (3) designing and analyzing large data sets using descriptive and analytic statistics; (4) preparing maps, tables, graphs, and narrative analysis for reports and presentations; (5) providing technical assistance to individuals and organizations in accessing and using data; (6) managing projects and project teams; and (7) working in partnership with data providers, data users, funders, clients, and collaborators to further CRP's work and mission.

B) GENERAL RESPONSIBILITIES:

1. Collect, geocode, and process socio-economic, program, and property data.
2. Manage, maintain, and update data available through CRP's data access websites.
3. Employ descriptive and analytic statistics to analyze large data sets.
4. Prepare maps, tables, graphs, and narrative analysis in sophisticated graphic formats for CRP reports, presentations, and products.
5. Provide technical assistance to clients and community organizations in accessing and using socio-economic data.
6. Manage projects and project teams.
7. Undertake other projects upon request and as time permits.

C) ESSENTIAL JOB FUNCTIONS:

1. Collect and manage original and secondary socio-economic, program, and property data for a variety of populations, organizations, and geographies for CRP research projects.
2. Design, maintain, and manage large, relational databases, and analyze data using descriptive and analytic statistics.
3. Collect, prepare, digitize, and code spatial data into GIS format. Create and maintain links between map files/attributes and other databases.
4. Manage, maintain, update, and enhance the data, functionality, and related reports, products and services, of the DataSource and Community Indicators websites.
5. Prepare reports, presentations, and other documents that make complex topics, data, and analysis understandable to a variety of audiences using narratives, tables, graphs, and maps.
6. Provide technical assistance to external individuals and organizations in the use of CRP data and data access tools.
7. Manage projects and project teams, including project quality, timelines, and budgets.
8. Assist in preparing project proposals and grant applications in collaboration with CRP staff, funders, and clients.
9. Communicate with federal, state, and local agencies and other data providers to procure data.
10. Represent the organization as needed at meetings and other forums with a variety of local, state, and national agencies, groups and organizations.
11. Work independently and as part of a project team with CRP staff and contractors.
12. Effectively manage multiple tasks and work under pressure to meet deadlines.

D) DECISION-MAKING AUTHORITY:

1. Independently carries out day-to-day activities related to essential job functions and represents the organization with a variety of outside individuals and organizations.

2. Provides recommendations and products for review and comment by the Director of Research Services, other CRP staff, contractors, or clients as applicable.

3. Keeps Director of Research Services informed of issues related to projects and services, and seeks advice as needed.

E) REQUIRED KNOWLEDGE, EDUCATION, SKILLS, AND EXPERIENCE:

1. Master's degree in urban planning, geography, or related discipline or equivalent level of education and experience.

2. At least three years of relevant full-time experience. Preference given to candidates with experience in multiple issue/program areas and project management.

3. Knowledge of geospatial and cartographic principals and geocoding procedures and implementation, and experience in the use of the ArcGIS Suite, including Spatial Analysts and Network Analyst.

4. Experience in statistical analysis methods and software (e.g. SPSS)

5. Experience in collecting, analyzing, and presenting community data and preparing high quality data visualizations and maps, as documented by a portfolio of reports, analysis, presentations, or other materials.

6. Familiar with current methods and practices in socio-economic data collection and analysis, applied research, and quantitative analysis.

7. Knowledge of human services, health, education, employment, housing, and community development concepts and terms.

8. Strong writing, speaking and presentation skills.

9. Professional and interpersonal skills necessary to work effectively with project stakeholders and a wide range of people and diverse groups.

10. Proficient in the use of technology and computer software, including database (Access) and standard office (Word, Excel, PowerPoint, Outlook) software.

11. Ability to approach projects in an entrepreneurial manner, with strong creative and critical thinking and problem solving skills.

12. Well organized and detail oriented.

15. Able to work independently and as part of a small team in a challenging, fast-paced environment.

F) DESIRED KNOWLEDGE, EDUCATION, SKILLS, AND EXPERIENCE:

1. Certified Mapping Scientist certification or Geographic Information Systems Professional (GISP) certification.

2. Knowledge of APA style manual to ensure proper use of citations, references, bibliographies and quoted material.

3. Experience in document layout and formatting in a PC environment, using Microsoft Word and Adobe InDesign.

4. Collection and analysis of data using qualitative research methods that include Internet research, interviews, surveys, focus groups, and literature review.

5. Familiarity with central Ohio and state of Ohio data sets, programs, and organizations.

G)   OTHER JOB REQUIREMENTS:

1. Furnish a reliable, personal means of transportation to accomplish work objectives	[**X**] Routinely	[ ] Frequently	[ ] Occasionally
2. Hold and maintain an Ohio Driver's License with good driving record	[**X**] Routinely	[ ] Frequently	[ ] Occasionally
3. Work outside of normal business hours and/or in excess of 40 hours a week to meet project deadlines	[ ] Routinely	[**X**] Frequently	[ ] Occasionally
4. Provide coverage for other positions, shifts or functions	[ ] Routinely	[ ] Frequently	[**X**] Occasionally
5. Travel on company and/or personal time	[ ] Routinely	[ ] Frequently	[**X**] Occasionally

DISCLAIMER:

The information contained in this job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Revised May 1, 2012