

<b>Job Title</b>	Research Associate
<b>Employer/ Agency</b>	Working Partner LLC
<b>Job Description</b>	<p>The Research Associate works with the Company President to provide support in building evaluation capacity for Working Partner and participates in conducting program evaluations. He or she acts as a project manager for all aspects of assigned Client projects and is directly accountable to the Company President. He or she is responsible for the design of data collection protocols; participates in evaluations and applied research projects working with Clients and Program Sit Representatives; collects and analyzes primary (e.g., surveys, interviews, focus groups and fieldwork) and secondary (web search and literary review) data; writes reports; prepares dissemination plans, and handles related tasks and other activities for successful completion of projects. The ability to interact with people at all levels of an organization is essential. Research, communication, statistical analysis, writing, presentation, organizational, and relational skills are critical to success in the role. <b>Essential Functions:</b> Work independently to develop and implement project research and data analysis plans with responsibility for contributing text to reports and manuscripts. Identify milestones and methods for measuring progress. Manage and implement complex program evaluations. Conduct both formative and summative evaluations to modify or improve Client programs and monitor outcomes for external accountability. Collect and maintain data related to grants, publications and other research results. Design quantitative and qualitative data collection tools to measure progress and perform simple descriptive and inferential statistics that fit the study design chosen and answer research questions. Establish relationships with community partners, bringing these partners to Clients if helpful in accomplishing the larger goals of the project or the organization. Monitor progress against the contracted scope of service for all assigned projects. Provide billable hours data and related Client expense information as needed to the Company President. Provide regular updates to the Company President regarding the status of Client work, successes, and challenges. Coordinate and manage information related to the Client, making sure that both electronic and hard copies of documents are organized and available to others as needed. Participate in special projects that contribute to the realization of Working Partner's overall goals. Perform other job-related duties as assigned.</p>
<b>Qualifications</b>	<p>Three to five years of research and project management experience. Bachelor's degree, preferably in Public Health, Public Administration or Public Affairs, Political Science, or Sociology. Master's degree (a plus). Strong quantitative and/or qualitative research and analytical skills, with methodological skills in research design and statistical analysis. Able to think strategically about research agendas, research approaches, and communications opportunities. Strong data collection and data management skills. Experience in collecting and analyzing primary and secondary data. Ability to compose and present accurate and clearly written reports, documents and evaluation findings in an understandable and accessible format. Ability to communicate well with staff and Clients of all levels through verbal, written and interpersonal means of communication. A willingness to work both independently and on team projects. A reader; is someone who is curious about people and organizations. Interested in how business and organizations work, including political and hierarchical influences. Considers both short-term and long-term implications of organizational behaviors, ideas and decisions. Robust knowledge of MS Office application suite (Excel, Outlook, Word, and Power Point). Experience creating and working with database management software, such as Access or online database tools. Must be comfortable working with a Macintosh computer.</p>
<b>Salary/Hours</b>	<p>This is a full-time exempt position with a base salary range of \$50-60K per year, commensurate with experience. Benefits include 401k, health insurance, and paid holidays and vacation with eligibility after the first 90 days of employment. Company related travel and expenses are reimbursed.</p>
<b>City, State, Zip</b>	Houston, TX

<b>Contact Person</b>	Contact@peoplepossibilities.com
<b>Contact Title</b>	HR Specialist
<b>Email Address</b>	Contact@peoplepossibilities.com
<b>Application Method</b>	Post directly by following link: <a href="http://www.bullhornreach.com/job/1420695_research-associate-houston-tx">http://www.bullhornreach.com/job/1420695_research-associate-houston-tx</a>
<b>Opening Date</b>	Jan. 8, 2014

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