

## Career Opportunity: Analyst

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

The Analyst plays an integral role on NICHQ's Applied Research and Evaluation team, conducting and participating in the team's work in two broad areas: 1) Program evaluation: research integrated within the overall project plan to understand the project's implementation and effectiveness at meeting its outcomes, and 2) Applied research projects, including both qualitative and quantitative methods. In both areas, the Analyst executes all phases of research, from planning and data collection through analysis and reporting. S/he develops systems to support results, fosters collaboration and pays close attention to detail.

### Summary

**Career Level:** Mid-Level, Experienced

**Status:** Full Time

**Education:** Master's degree in a relevant discipline with 3 or more years of relevant work experience preferred

**Reports to:** Director of Applied Research and Evaluation

**Career Path:** Applied Research and Evaluation, assuming increasing independence in research functions and management; other opportunities based on preference and qualifications

**Salary:** Commensurate with salary and experience (equivalent to PMII range)

### Responsibilities

- Leads Works closely with the evaluation project lead, a senior member of the Applied Research and Evaluation Team (Associate Director of Applied Research and Evaluation, or Director of Applied Research and Evaluation) in overseeing Associate Analysts and ensuring project success and team cohesiveness
- Represents the Applied the Applied Research and Evaluation team on projects in a collaborative and supportive manner
- Identifies appropriately brings complex project insights, concerns, and potential solutions in a timely manner to evaluation project lead
- Executes applied research/ evaluation project activities across all phases of research, including:
- Planning
  - Supports the execution of environmental scans and literature reviews
  - Contributes to proposal development, evaluation plan writing, and data collection instruments
  - Prepares and monitor the submission of Institutional Review Board applications
- Data collection and management
  - Develops and manages a data collection plan to support execution of surveys, interviews, focus groups, and other activities with research participants
  - Programs, disseminates and monitors surveys
  - Develops and manages a plan to gather secondary data

- Support the Associate Analyst in developing and managing various databases
- Support applied research/evaluation team in conducting and documenting focus groups and other data collection events
- Data analysis
  - Develops processes/systems for data entry and cleaning prior to analysis
  - Conducts bivariate and multivariate analyses using SPSS or other statistical software with senior staff support
  - Supports projects with statistical analysis services (e.g., sampling, random assignment, application scoring and weighting)
  - Contributes to thematic analysis of qualitative data using qualitative software (e.g., NVivo, Atlas. TI, etc.)
- Reporting and dissemination
  - Prepares written summaries in multiple formats (e.g., documents, slide sets) of utilizing statistical, narrative and graphic components as appropriate
  - Prepares abstracts for and, based on skills and experience, represent NICHQ as a member of the applied research and evaluation team at professional conferences
  - Prepares manuscripts for peer-reviewed publication
  - Supports project teams in their development of reports and other materials that include research or evaluation data
- Participates in other activities of the applied research and evaluation team as directed by the senior members of that team

### Qualifications

- Master's degree in relevant field (e.g., public health, program evaluation, social science)
- One or two years work experience in a health services, social science, or clinical research setting participating in qualitative and/or quantitative research
- Experience with SPSS or other quantitative statistical packages, web-based survey software, and/or qualitative analysis software
- Proficiency with office systems and computers; excellent computer skills (e.g., Word, Excel), including database management; adept at learning new technologies quickly
- Strong customer service and excellent interpersonal skills
- Outstanding organizational and time management skills; able to show initiative with ability to manage multiple projects and meet deadlines with minimal support from supervisor
- Exceptional written and verbal communication
- Ability to work in teams and independently
- Strong writing, editing, and proofreading skills

### Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

### To Apply

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email [careers@nichq.org](mailto:careers@nichq.org).

*NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*