



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 three broad areas: 1) Program evaluation: integrated within the overall project plan to understand the project's implementation and effectiveness at meeting its outcomes, 2) Applied research, including both qualitative and quantitative methods, and 3) Project management related to program evaluation and applied research, as needed. S/he develops systems to support results, fosters collaboration and pays close attention to detail.

Summary

Salary: Commensurate with salary and experience

Career Level: Mid-Level, Experienced

Status: Full Time, Employee

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

Reports to: Senior 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

Responsibilities

- Supports and works closely with the evaluation project lead, a senior member of the Applied Research and Evaluation Team (Senior Analyst, or Senior Director of Applied Research and Evaluation) to ensure project success and team cohesiveness.
- Represents the Department of Applied Research and Evaluation team on projects in a collaborative and supportive manner
- Provides project management support to data- and evaluation-related tasks and activities, including planning and executing data-focused trainings and webinars, scheduling measurement and evaluation meetings, support other project team members and other duties as needed.
- Identifies complex project insights, concerns, and potential solutions and communicates them to evaluation project lead in a timely manner
- Executes applied research/ evaluation project activities across all phases, including:

- Planning:
 - Supports the execution of environmental scans and literature reviews
 - Contributes to evaluation plan writing and the development of data collection instruments
 - Prepares and monitors the submission of Institutional Review Board applications
- Data collection and management:
 - Supports the development of a data collection plan inclusive of surveys, interviews, focus groups, and other activities, alongside evaluation lead s
 - Programs, disseminates, and monitors surveys
 - Support applied research/evaluation team in conducting and documenting focus groups, structured interviews and other data collection events
- Data analysis
 - Supports the development of processes/systems for data entry and cleaning prior to analysis, alongside evaluation lead
 - Supports data analyses as needed, including thematic analysis of qualitative data using qualitative software (e.g., NVivo,) and basic quantitative analysis (e.g., SPSS).
- 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
 - Supports preparation of 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

- Masters 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; demonstrated project management experience; 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.

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.