



The Research Bureau

POSITION DESCRIPTION: Research Assistant

Overview: The Worcester Regional Research Bureau, Inc., a non-profit organization serving the public interest of Greater Worcester by conducting independent, non-partisan research and analysis of public policy issues to promote informed public debate and decision-making, seeks a qualified, motivated candidate to serve as a Research Assistant in a small but influential independent public policy research organization located in Worcester, Massachusetts.

General Description: At the direction of the Executive Director, the Research Associate will undertake research and analysis of public policy issues impacting Greater Worcester, with a special focus on the City of Worcester, and draft reports for consideration by elected and government officials, civic leaders, and the general public.

Responsibilities: Under the leadership of the Executive Director, the Research Associate will:

- Follow city, State, and regional governmental activity and identify issues of public interest. Attend City Council and School Committee meetings and hearings as necessary.
- Conduct pre-study investigations to determine and delineate specific research purpose, scope of work, detailed work outline, study methodology, and schedule for research projects.
- Engage in primary and secondary research of topics of interest to The Research Bureau, including local, State, and regional public policy issues.
- Analyze impacts of findings on governmental operations and finances, draw informed conclusions, and make recommendations on public policy approaches or other appropriate governmental action.
- Prepare written reports and oral presentations on research findings, conclusions, and recommendations.
- Perform project-related administrative responsibilities.
- Respond to public and media inquiry on topics of interest to The Research Bureau.
- Assist with website, Facebook, Twitter, and other social media presence. Assist with office information technology.
- Assist with oversight of interns on selected topics.
- Assist with event preparation and management.
- All other duties as assigned.

Qualifications:

- B.A. or equivalent in public policy, public administration, political science, economics, or related field. Coursework in statistics or accounting a plus. M.A. a plus.
- 2+ years in public policy research and writing. Government experience a plus.
- Demonstrated ability to use quantitative and qualitative data collection and analysis methods.
- Strong analytical skills; experience using statistical software a plus.
- Proficient in use of Microsoft Office family of products, including Word, Excel, PowerPoint, and Publisher. Knowledge of InDesign, ArcGIS, or HTML a plus.
- Strong organizational skills and the ability to work both independently and collaboratively.
- Excellent oral presentation and writing skills.