



The Research Bureau

Research Associate Worcester Regional Research Bureau, Inc.

The Worcester Regional Research Bureau, Inc., 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 Research Associate in a small but influential non-profit organization located in Worcester, Massachusetts. Working as an important part of a four-person team, 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 briefs and reports for consideration by elected and appointed government officials, civic leaders, and the general public. The Research Associate will help organize events and forums designed to educate the public and promote best practices in good government. Qualified candidates will have 2+ years in public policy and professional research and writing. Government experience a plus. Candidates must have a bachelor's degree or equivalent in public policy, public administration, political science, economics, or related field; a master's degree is preferred. Coursework in finance and statistics a plus. Exceptional candidates will have a demonstrated ability to use quantitative and qualitative data collection and analysis methods, strong analytical skills, and proficiency in use of Microsoft Office family of products, including Word, Excel, PowerPoint, and Publisher. Knowledge and practice in the use of InDesign, ArcGIS, or HTML a plus. The selected candidate will illustrate strong organizational skills and the ability to work both independently and collaboratively as well as have excellent oral presentation and writing skills.

The Research Bureau offers a competitive salary and benefits program. Starting salary for this position is between \$40K and \$50K depending on qualifications. Interested candidates should submit a cover letter, resume, and writing sample to wrrb@wrrb.org by March 1, 2017. The Research Bureau is an Equal Opportunity Employer.

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