



POSITION DESCRIPTION: Research Associate

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 Research Associate in a small but influential independent public policy research organization located in Worcester, Massachusetts.

General Description: At the direction of the Executive Director & CEO, the Research Associate will undertake research and analysis of public policy issues impacting Greater 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 & CEO, 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, including crafting charts, tables, maps, and other graphic representations of data.
- Perform project-related administrative responsibilities.
- Respond to public and media inquiry on topics of interest to The Research Bureau.
- Assist with oversight of interns on selected topics.
- Assist with event preparation and management as needed.
- All other duties as assigned.

Qualifications:

- B.A. or equivalent in public policy, public administration, political science, economics, or related field. Coursework in finance and statistics 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 Tableau, GIS, or other equivalent programs a plus.
- Strong organizational skills and the ability to work both independently and collaboratively.
- Excellent oral presentation and writing skills.

Interested Candidates Should Submit a Resume, Cover Letter, and Work Sample to jobs@wrrb.org.