



Job Posting

Job Title:	Research Analyst
Pay:	Competitive
Department:	National Center on Early Childhood Development, Teaching, and Learning
FLSA Category:	Exempt
FTE:	1.0 (Full-time)
Reports To:	Director of Research & Evaluation
Work Location:	Washington, D.C.
Posting Date:	September 27, 2016

Summary

The Research Analyst will support evaluation efforts of the National Center on Early Childhood Development, Teaching, and Learning (NCECDTL). The NCECDTL is comprised of a consortium of organizations operating under a five-year grant aimed at impacting the training and technical assistance needs of Head Start and child care programs and systems. The NCECDTL works to identify, develop, and promote the implementation of evidence-based practices that are developmentally appropriate, culturally and linguistically responsive, and lead to positive child outcomes across early childhood programs and to support strong professional development (PD) systems. The Research Analyst will work with evaluation lead and other project staff to support all phases of the evaluation process, from conceptualization (defining key implementation/outcome measures, developing data collection protocols) to implementation (data collection and analysis) to closeout (report preparation and presentation of findings).

Essential Duties and Responsibilities

- Overseeing the evaluation of training and technical assistance (TTA) and professional development (PD) activities conducted by the NCECDTL, in collaboration with the evaluation lead
- Developing and regularly updating protocols for various evaluation activities
- Updating the NCECDTL evaluation plan and logic model on an annual basis
- Developing and administering web-based surveys using the online survey platform Survey Monkey
- Conducting in-person and/or telephone interviews and focus groups
- Designing and maintaining Microsoft Excel and SPSS data sets
- Analyzing quantitative data, including running basic descriptive statistics, frequencies, and correlations in a quantitative analysis program such as SPSS
- Analyzing qualitative data using a qualitative analysis program such as NVivo
- Developing data visualizations (graphs, tables, data dashboards) using Excel or data visualization software such as Tableau
- Preparing summary reports for specific TTA/PD events and across multiple events
- Collaborating with the Information Specialist to conceptualize and populate a quarterly data dashboard that summarizes key data related to the NCECDTL's work
- Working with project staff to define and fulfill their data needs, including helping them understand and interpret key findings
- Responding to quick-turnaround requests for specific data analyses, including analyses needed for reporting to funders
- Performs other duties as assigned for the purposes of ensuring the efficient and effective functioning of the project

- Coordinating with other project staff to ensure that evaluation data are collected, entered, analyzed, and disseminated in a timely manner
- Participating in regular meetings of the NCECDTL Data Team and Evaluation Workgroup
- Limited data entry (e.g., entering data from training feedback forms prior to analysis)
- Other duties as assigned, including limited evaluation support for other ZTT projects

Knowledge, Skills and Experience

- Strong knowledge of program evaluation and social science research methods
- 3+ years of experience in evaluation of training and technical assistance (TTA) and/or programs/policies intended to support vulnerable children and their families
- Expertise in Microsoft Office applications, including Word, Excel, Access, and PowerPoint
- Experience conducting quantitative analysis, using SPSS or equivalent software
- Experience conducting qualitative analysis, using NVivo or equivalent software
- Experience visualizing data in accessible formats
- Experience performance measurement, benchmarking, and continuous quality improvement a plus
- Ability to communicate effectively, both verbally and in writing, with a wide range of audiences
- Strong interpersonal skills, including the ability to explain complex information in simple language
- Ability to prioritize tasks and manage time to effectively contribute to multiple data collection efforts simultaneously in an efficient manner
- Ability to work both independently and as part of a team
- Ability to be flexible in responding to emerging evaluation needs

Essential Qualities

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization

Education

Master's Degree in program evaluation, applied social science research, or related field

Physical Requirements

While performing the responsibilities of the job, the employee is frequently required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also may need to remain seated for long periods of time and have the ability to perform repetitive motions and hold objects. Employee may be required to hold a writing instrument, communicate verbally, and hear well enough to detect nuances and receive detailed information. The employee may need to push or pull objects, bend, squat, reach, stand, or walk, kneel. Vision abilities required by this job include close vision for data preparation or analysis, and expansive reading.

Working Conditions

The work conditions described here is representative of those an employee encounters while performing this job. The incumbent typically works indoors in a heated and air-conditioned office, with a mixture of natural, incandescent and fluorescent light with low to moderate noise levels. When travel is expected the incumbent will be exposed to outside environmental conditions during those times.

HOW TO APPLY

Submit your Cover Letter with Salary History and Resume by clicking on the following link:

<https://www.dcjobs.com/j/21088050>

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