



## Contract Research and Evaluation Associate Position

### Position Title

Research and Evaluation Associate

### About Research Evaluation Consulting (REC)

REC is a Colorado-based consulting firm that delivers quality research and evaluation services to nonprofit organizations, the private sector, universities, government and educational agencies. REC provides clients with a variety of professional and customized services that facilitate, strengthen, and promote effective organizational practices. Our company works with clients to ask, answer, and address pressing needs and concerns. We represent an integrated team that focuses on helping organizations achieve optimum results through collaboration, innovation, and strategy. REC is a results-driven, people-centered company that works with our clients to grow in their research and evaluation capacity. We are committed to cultivating strong client relationships based on integrity, commitment, and a shared project vision. We work with our clients to deliver *results you can trust*.

### Position Description

REC is seeking a candidate who has experience as a researcher and evaluator to join our team!

Top candidates will:

- Be able to complete projects from start to finish with some direction and produce high quality products.
- Be able to support the development of reliable and valid measures.
- Possess a unique combination of great interpersonal skills and strong analytical abilities.
- Be able to collect quality data, analyze both quantitative and qualitative data, and disseminate findings to a variety of stakeholder groups.
- Be an excellent communicator with strong writing skills.
- Be able to analyze data, create reports for lay audiences, but also have the skill-set to publish in peer-reviewed journals.
- Be able to think independently and make the best of imperfect data.
- Be detail-oriented, dependable, conscientious, and committed to your work.
- Be a team-player who has high standards for themselves and for others.
- Be an independent problem-solver who is flexible in a dynamic work environment.
- Understand the steps that go into a successful research design.

- Help our clients strengthen their evaluation capacity and implement actionable recommendations.
- Possess strong quantitative and qualitative skills and experience in applied methods.
- Previous experience with focus groups and phone interviews.
- Previous experience performing literature reviews and vetting sources.

As we work primarily with non-profit organizations, we prefer candidates who have a minimum of 3-5 years working in the social sector. Experience working directly with non-profit organizations is a plus, but not a necessity. Experience with logic models, evaluation plans, data analyses, and report writing is important for this position. This position will provide support to various projects. Strong interpersonal skills are a must for this position. REC expects our contractors to meet all deadlines. The ideal candidate will also have previous project management/coordinator experience and/or experiences putting together business proposals.

## Requirements

- Master's degree preferred in psychology, statistics, evaluation, economics, sociology, social work, policy and administration, or related field.
- Minimum of 2-3 years of experience as a researcher and/or evaluator.
- Intermediate to Advanced competency in Word, Excel, and PowerPoint
- Experience supporting community publications, technical reports, and publications in peer-reviewed journals.
- Experience working with statistical software such as SPSS, STATA, and/or R.
- Knowledge of APA format 6th edition.
- Bilingual or multilingual candidates preferred.

## Working Condition Details

- Contract hourly position. No employee benefits. Pay commensurate with experience.
- Remote position. Work independently. Flexible hours.

## How to Apply

- Email cover letter, CV / resume, and 3 professional references to Dr. Annette Shtivelband at [annette@researchevaluationconsulting.com](mailto:annette@researchevaluationconsulting.com). Please use the subject line of “Research and Evaluation Associate”. Please specify your hourly rate in your cover letter.
- Include a writing sample that demonstrates your ability to present data or that highlights your previous work that is relevant to this position.
- Applications will be reviewed on a rolling basis until September 19, 2018. We will contact top candidates to schedule an interview and discuss next steps after this date.
- Please contact Dr. Annette Shtivelband if you have any questions.