



Position Description

Title: Research Analyst

Group: Division of Research, Evaluation and Technology

About Metis Associates

Metis Associates is an employee-owned consulting group founded in 1977. We are a national organization with a home office in New York, and satellite offices in Atlanta, Oakland, and Philadelphia. We are experts in evaluation, information technology, and grant development. We support public and private organizations in achieving results for the children, adults, families, and the communities they serve. Metis works collaboratively with a wide range of organizations, including state and local education agencies, institutions of higher education, foundations, and non-profit organizations. We help our clients:

- Strengthen their capacity to carry out their mission;
- Make better decisions; and
- Deliver more effective services.

Job Description

The Research Analyst will serve on a team of researchers and will manage small projects, as well as assist senior researchers in evaluation activities for various projects being implemented in all areas of P–20 education, including education equity and school integration and college and career readiness and success, as well as youth development programs, workforce development, and child welfare, among others. The Research Analyst should have a passion for examining and using evaluation findings to improve programs and organizations' capacity to use the findings. The position, based in our New York City office, includes the following responsibilities:

- Serving as project manager for smaller program evaluations
- Conducting data collection, analysis, and reporting tasks, including:
 - Drafting instruments
 - Collecting qualitative data, including through focus groups and interviews
 - Managing quantitative data collection
 - Conducting analyses and interpreting data
 - Assisting in the preparation of evaluation reports and other deliverables, e.g., proposals
 - Using software to present data and findings in ways that are visually appealing

Qualifications

Education and Prior Work Experience

Masters or higher degree in targeted/ related field AND at least 2 years of successful research/evaluation experience in an applied setting



Communication Skills

- Excellent verbal and written communication skills
- Bilingual Spanish and English preferred

Organizational Skills

- Ability to take initiative and independently manage several tasks and projects
- Attention to detail
- Ability to work collaboratively within a team environment

Technical and Other Skills

- Experience with data visualization
- Proficiency with Microsoft Office applications
- Proficiency with SPSS and knowledge of statistics
- Familiarity with K-16 education programs; children, youth and family issues

Compensation & Work Schedule

- Competitive Salary
- 40 hours per week (Full-Time position)
- Some travel and overtime may be required
- Background check and NYC Department of Education fingerprinting required

How to Apply

Mail letter of interest and résumé to HR Administrator, Metis Associates, 55 Broad Street, 25th Floor, New York, NY 10005, or via email to inquiries@metisassoc.com.

Visit www.metisassociates.com for a description of Metis, its work and its people.

Metis Associates employs a multi-cultural staff, not only to be in compliance with the law, but because we believe a multi-cultural staff makes us stronger and enables us to serve our clients more effectively. Metis Associates is an Equal Opportunity Employer and minority candidates are strongly urged to apply.