Research Associate

Metis Associates, Inc.

About Us

Metis Associates is a national consulting firm that delivers highly customized research and evaluation, grant writing, and data management services. We have over four decades of experience providing data-informed solutions across the social service sector, with a strong focus on public K-12 education. We support our clients' missions and take pride in building their capacity with our knowledge, skills, and technical expertise.

Position Summary

The Research Associate will be a member of a team of researchers, statisticians, and grant writers. They will work on diverse projects in K-12 public school education evaluation, with a focus on programs related to school desegregation and magnet schools, arts education, community schools, and after-school/youth development.

The full-time position, based in our New York City office, will have the following responsibilities:

- Manage research projects and program evaluations, including budget management
- Supervise and mentor early-career research staff
- Develop high-quality data collection tools (e.g., surveys and interview protocols)
- Conduct primary data collection (e.g., focus groups and interviews, program observations)
- Analyze qualitative and quantitative data
- Write reports, create research briefs or data snapshots, and design/create infographics and other data visualizations
- Support grant writing activities (e.g., drafting sections of proposals, conducting literature reviews, analyzing data)

About You

- 3-5 years of relevant work experience
- Master's degree in a relevant field strongly preferred; bachelor's degree required
- Excellent verbal and written communication skills
- Experience, interest, and familiarity with K-12 public education and schools
- Strong knowledge of statistics, SPSS, and Excel
- Interest and experience conducting field work in schools
- Ability to work collaboratively within a team environment
- Ability and willingness to travel locally and nationally and to work overtime when needed

Compensation & Work Requirements

- Competitive benefits package
- Annual salary 70K – 87K
- Background check
- New York City Department of Education fingerprinting

How to Apply

Email a letter of interest and a résumé to our Human Resources Administrator at inquiries@metisassoc.com.

Metis Associates employs a diverse staff to comply with the law and because we value, seek out, and learn from people's varying perspectives and lived experiences. We are an Equal Opportunity Employer, and minority candidates are strongly urged to apply