

Research Analyst

Metis Associates, Inc.

About Us

[Metis Associates](#) is a New York City-based 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, specializing in public education. We support our client's missions and pridefully build their capacity with our knowledge, skills, and technical expertise.

About the Position

The Research Analyst will be a member on a team of researchers, statisticians, and grant writers. They will work on diverse projects in education (e.g., social-emotional learning, school climate, community schools), youth development, victim and trauma services, and family and community support.

The responsibilities will include the following:

- Manage small research projects and program evaluations, including resource and budget management
- Assist with developing data collection tools (e.g., surveys and interview protocols)
- Conduct primary data collection (e.g., focus groups and interviews)
- Program online surveys
- Analyze qualitative and quantitative data
- Assist with report writing, designing data dashboards, creating research briefs or data snapshots, and designing/creating infographics and other data visualizations

This full-time hybrid position requires two days a week in our lower-Manhattan office for those staff located in the greater metropolitan area.

About You

- At least two years of relevant work experience
- Ability to work collaboratively within a team environment
- Strong knowledge of statistics, SPSS, and Excel
- Excellent verbal and written communication skills in English required
- Master's degree in a relevant field strongly preferred; bachelor's degree required
- Ability and willingness to travel and work overtime when needed

Compensation & Work Requirements

- Competitive salary and benefits package
- Background check
- New York City Department of Education fingerprinting

Salary Range

- \$57,750 - \$67,200

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, because we value and benefit from a variety of perspectives and experiences, enabling us to successfully achieve our mission. We are an Equal Opportunity Employer, and minority candidates are strongly encouraged to apply.
