Visiting Research Analyst
Summer 2024

To apply
https://app.smartsheet.com/b/form/09edb7b954eb489c9b7e4c36d3aa3f72

Title
Visiting Research Analyst

Work Location
Remote-first, based in Philadelphia, PA

The Opportunity
Research for Action (RFA) is looking for a mixed-methods researcher to join its team at the Research Analyst level for a one-year position with the possibility of conversion to permanent after one year of employment, dependent on business need. The Visiting Research Analyst serves a critical role in research project execution and support across several projects simultaneously. Research Analysts at RFA engage in data collection, management, and preparation, and conduct data analysis and interpretation/write-up. Research Analysts also support project management activities. This position offers an opportunity to build expertise in research skills and competencies across research and evaluation methodologies, including advanced statistical analyses, program evaluation, and qualitative research activities. The person in this position must be based in or within commuting distance of Philadelphia.

About Research for Action
RFA is an independent, non-profit educational research organization with a mission of using culturally responsive and community-informed methods to promote racial equity and social justice. For 30 years, we have conducted research and developed partnerships to strengthen public schools and postsecondary institutions; provided research-based recommendations to policymakers, practitioners and the public at the local, state, and national levels; and explored responsive, community-informed approaches that advance equity in public education. RFA is currently completing a strategic planning process to further establish its mission, vision, and values, to chart its theory of action for impact, and to strengthen its "remote first" work culture in the post-COVID remote/hybrid environment. Team members who join RFA during this time have the opportunity to contribute to organizational change and to implement the ways in which RFA promotes racial equity and social justice through culturally responsive and community-informed educational research.

Key Responsibilities

- Manages own plate of work across projects and supports project activities utilizing project management software.

- Supports the application of culturally responsive and community informed research approaches.
- Conducts basic data collection, preparation, management, and analysis tasks for mixed methods research studies, including quantitative and qualitative approaches.
- Synthesizes findings, produces basic visuals in Excel and other platforms, and generates internal analytic memos with coherent results with moderate direction and feedback.
- Contributes to proposal development through review of background literature, collaborative brainstorming, drafting sections, and discussion with funders.
- May supervise an intern, providing them with coaching and support.
- Stays informed about emerging research, methodologies, theories, and current events related to racial equity and social justice in education. Actively builds and grows their mixed-methods research skillset and embraces a growth mindset approach.
- Complies with all RFA procedures and applicable Federal, State, and local regulations.
- Participates in and demonstrates investment in the success of RFA research, community engagement, and intra-organizational activities.

Qualifications

RFA considers any combination of professional experience, volunteer work, coursework, and other transferable skills as qualifications. Candidates need not demonstrate all criteria to be considered for the role.

- 1-3 years of research experience in applied research settings, including in person and virtual data collection and analysis, or a combination of education and other applicable professional experience.
- Demonstrated passion for equitable education and interest in growing mixed methods applied education research skills through on-the-job exposure.
- Dedication to RFA's mission and demonstrated understanding of core concepts pertaining to White Supremacy, Racial Equity, Social Justice, Systems Change, and critical approaches to research.
- Dedication to our team's community-informed and equity-focused practices in research design, data collection, analysis, and reporting. Experience with critical race approaches to quantitative research (e.g., QuantCrit) is a plus.
- Demonstrated interest in culturally responsive and community informed research approaches
- Ability to conduct basic to moderately complex quantitative dataset cleaning, conduct basic descriptive and inferential statistical analysis (e.g. t-tests, ANOVA, single and multiple regression) with moderate levels of independence, and strong desire to grow additional research design skills and techniques.
- Ability to support qualitative data collection, transcription, coding, and analysis, including conducting interviews and thematic interpretation with moderate supervision.
- Experience with a qualitative software package (e.g. Dedoose, NVivo) and willingness and ability to increase skillsets in qualitative coding and analysis.
- Experience with a statistical software package (e.g. Stata, SPSS, SAS, or R) and willingness and ability to learn Stata. Experience with programming languages (e.g., Python or JavaScript) and with programming surveys in Qualtrics are a plus.
- Demonstration of strong organizational and interpersonal skills to support team members, project management, and the documentation of research processes and products.

- Proven ability to clearly synthesize findings in written form and write draft methods and findings sections for research reports. Ability to effectively recognize and organize written content within a product based on its type and purpose (e.g. project description and background, methodology, key findings, conclusions and recommendations, and personal reflections).
- Computer skills: The ability to use a computer and associated technology programs, including the Microsoft Office Suite, video conferencing tools (e.g., Zoom and Microsoft Teams), ClickUp work management software, and other software used for research and/or collaboration, is required.
- Willingness to travel locally and nationally to support in-person fieldwork.

Other Requirements

- The Visiting Research Analyst position is a time-bound, full-time position, with the potential to extend pending performance and resources. A location in Philadelphia or within a reasonable commuting distance to RFA's Philadelphia office is required. This position may require episodic project-related U.S. travel.
- RFA is unable to sponsor or take over sponsorship of an employment visa at this time.
- Physical work environment: RFA operates in a remote-first work model. Remote-first work is primarily completed remotely in a home office setting with at least one day per week in an office setting for proximal staff, defined as individuals residing within a 50-mile radius of Philadelphia *and* whose positions are not designated as remote.
- This position also requires occasional in-person attendance in RFA's physical office in Philadelphia or in other designated locations for site visits and organizational events. While performing the duties of this position, walking, sitting, standing, climbing stairs, and lifting and/or moving objects up to 10 pounds is required.
- Virtual work environment: While performing the duties of this position in the virtual setting, the ability to use verbal and non-verbal communication skills to foster and maintain engagement, including listening, speaking, and appearing on camera, is required.
- Health and safety: All employees are required to be vaccinated against COVID-19 consistent with CDC guidelines. This position may be asked to mask while on fieldwork in accordance with specific COVID mitigation measures and facility guidelines.
- This position may occasionally require nights and weekends (e.g., site visits, conference attendance, organizational events).

Work for RFA
Culture:
RFA is a nimble, team-based, diverse organization with staff that have a wide range of expertise and experience in various educational settings and research areas. Our staff members strive to engage in continuous self-reflection to support each other and serve communities with an orientation toward social justice. We are seeking individuals interested in implementing the organization's direction, who embrace continual growth and change, and who are excited to critically engage with issues of social and racial justice. RFA welcomes applications from people of all underrepresented backgrounds and credentials.

Salary and benefits:

The salary range for this full-time position is $55,000-65,000 annually. Base pay is dependent on job-related knowledge, skills, experience, and geography. RFA's total compensation package includes a low-cost to the employee health, dental, and vision insurance program, flex spending plans, an employer funded retirement plan after two years of service, and a generous paid holidays and time off program for all benefits-eligible staff.

How to apply:
Applications for this position will be reviewed on a rolling basis with initial interviews scheduled as of mid-May until the position is filled, with an anticipated start date on or after July 1, 2024.

Complete an application online with the following documents:
• A resume
• A cover letter explaining your interest in the position that answers the following questions:

  o What specific skills and experiences have you gained that make you a fit for this position?
  o How would you describe your commitment to equity and/or social justice as it relates to RFA's mission?

All qualified applicants receive consideration for employment without regard to race, color, sex, national origin, gender identity, sexual orientation, age, religion, domestic violence victim status, veteran status, disability, history of disability or perceived disability, or other status protected by law. For questions about this position, please contact Suzanne Delap at hr@researchforaction.org.

Click here to apply: https://app.smartsheet.com/b/form/09edb7b954eb489c9b7e4c36d3aa3f72