



## POSITION DESCRIPTION: RESEARCH ANALYST

Vital Research is a Los Angeles-based consulting firm providing high-quality research, survey, and evaluation services. Vital Research was founded in Los Angeles in 1982 by two colleagues who were committed to doing quality social science research that made a difference in the lives of others. Today, four core values continue to drive our work:

- We care about people.
- We are open and honest.
- We give it our all.
- We deliver only the best.

For more information about Vital Research, please visit our web site at: [vitalresearch.com](http://vitalresearch.com)

### RESPONSIBILITIES:

Research Analyst supports our team by working on numerous research and evaluation projects across several focus areas, including education, human and social services, health, philanthropy, and arts and culture.

Research Analyst supports the research and evaluation team members in the design and implementation of projects.

Primary responsibilities will include the following:

- Coordinate and participate in data collection activities (e.g., survey administration, site visits, case studies, interviews, focus groups, observations, etc.);
- Conduct basic quantitative and qualitative data analysis;
- Assist senior staff with reporting needs;
- Coordinate and manage project tasks and activities.

Additional responsibilities include:

- Contribute to developing conceptual models (e.g., logic models, theories of change, etc.) with senior staff;
- Conduct literature reviews;
- Support development of instruments and data collection protocols;
- Collaborate with senior staff on client presentations.

### EDUCATION AND EXPERIENCE:

- Master's Degree in the social sciences (e.g., education, public health, policy, sociology, psychology, etc.) or related area required.
- Two to three years of related experience preferred.

#### SKILLS:

- Strong writing and editing skills
- Ability to analyze basic qualitative and quantitative data and summarize findings
- Familiarity with SPSS
- Ability to prioritize a variety of tasks, deliverables, and projects
- Microsoft Word, Excel, and Power Point skills at an intermediate level

#### ADDITIONAL REQUIREMENTS:

- A valid driver's license and personal vehicle to conduct data collection activities/field work
- Must be willing and able to travel, as needed

#### BENEFITS:

Health, dental and vision benefits after three months of employment; paid time off; 401k retirement plan available after one year of employment; annual professional development stipend; flexible work hours

COMPENSATION: \$50K - \$60K

#### CONTACT:

Email cover letter and resume/CV to [hurman@vitalresearch.com](mailto:hurman@vitalresearch.com)

Vital Research is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.