



Research Analyst Position Announcement

The Improve Group is a consulting firm located in the Twin Cities, Minnesota that assists clients with evaluation, research and strategic planning. Our clients include non-profit organizations, government agencies, and educational institutions. In our ten years of serving non-profit and public agencies in Minnesota and nationally, we have operated according to the following values:

- The Improve Group honors the expertise and passion of our clients. We share their passion for serving the public, building better communities and learning.
- We provide our clients with a rigorous approach to research, evaluation and planning. We use practical applications that meet clients where they are to become a supportive member of their team.
- After working with the Improve Group, our clients are better equipped to serve the community, sustain their programs, and be proactive in evaluating, planning and research. They can become advocates for the issues that matter to them.

Information about current Improve Group projects and clients can be found through our website at www.theimprovetgroup.com.

The Improve Group is seeking a Research Analyst position to assist in data collection, data analysis, and reporting activities required for various evaluation, strategic planning and research projects. The Research Analyst position is an 15-month appointment with a potential for extensions or permanent placement.

RESEARCH ANALYST RESPONSIBILITIES

- Searches sources such as literature, documents, newspapers, and statistical records, to obtain data on assigned subject
- Administers and tracks web-based, paper and telephone surveys
- Facilitates interviews and focus groups with individuals to obtain data
- Collects data in field-based settings through observations and document review
- Conducts quantitative and qualitative data cleaning, mining, and analysis
- Prepares statistical tabulations on collected data
- Assist with interpretation of findings and identification of best practices and recommendations
- Writes reports or presents data in formats such as abstracts, bibliographies, graphs, or maps
- Presents findings to clients as required
- Participate in meetings with peers, clients and workgroups
- Other tasks as assigned

QUALIFICATIONS AND REQUIREMENTS:

Mandatory Qualifications:

- Masters Degree in a related field from accredited college or university; or Bachelor's Degree plus two to three years of data collection and analysis experience and enrollment in related Masters program; public health or public policy experience strongly desired
- Experience with both qualitative and quantitative research methods
- Proficiency with Microsoft Office products and SPSS and ability to easily adopt new software skills
- Ability to travel throughout greater Minnesota and nationally for up to 30 days throughout the calendar year
- Excellent verbal and written communication skills

Additional Requirements

- Strong communication, organization and time management skills
- Ability to meet the needs of fast-paced projects with quick deadlines
- Commitment to continuous personal growth and learning
- Comfortable interacting with program administrators, staff, and program participants/consumers
- Experience with non-profit or government administration is preferred
- Experience with public health, criminal justice, education, arts and/or human services programs is preferred
- Foreign languages are a plus

Research Analyst details:

30 to 35 hours per week to start with possible opportunity for 40 hours per week as company grows. Specific work schedule can be flexible. Benefits include PTO, medical, dental and 401(K). Compensation dependant on qualifications and experience.

HOW TO APPLY:

Please submit a cover letter, resume and writing sample by March 5, 2010 to:

Samantha Hagel, Business Manager

Email: samanthah@theimprovegroup.com

Phone: (877) 467-7847, ext. 15