

Job Description

Research Associate

Rural Community Assistance Partnership, Inc. (RCAP)

Organization Description:

RCAP is a national nonprofit network comprised of a national office and six regional partners that provide direct technical assistance, training, and financial assistance and capacity building to small rural communities, many of which are economically disadvantaged with a core focus on water and waste systems. Through its work, RCAP strives to improve environmental and community health; help rural communities comply with federal and state regulations and operate their infrastructure in a sustainable manner; and increase the capability of rural people to undertake other community development activities. RCAP also provides research, advocacy, storytelling and partnership resources and expertise on rural issues across the country.

Supervisor: Research Manager

Classification: Exempt

Position Description: This position will advance research project work and improve the quality of RCAP publications and reporting. The person who assumes this position will improve the research team's capacity to take on additional research projects and participate in additional collaborations with partners. This position also advances RCAP's mission of supporting small, rural, and tribal communities by identifying, understanding, and sharing their needs and contributing to national environmental and economic conversations. The Research Associate has a passion for improving quality of life, public health, and environmental health in rural America.

Specific Duties/Responsibilities:

- Gathers, cleans, and analyzes qualitative and quantitative data from the RCAP network and identifies trends and patterns within that data.
- Leads on and collaborates on first drafts of publications including white papers, blogs, and research reports.
- Keeps track of publicly available data of importance to RCAP, identifies where gaps may exist, and suggests solutions for how to fill those gaps as appropriate.
- Develops research partnerships, manages those relationships, and publishes products as outcomes of those relationships.
- Contributes to the research and strategic vision of RCAP.
- Develops and submits abstracts and speaks at conferences to advance strategic priorities.
- Assists the Research Manager with research contracts and grants administration including needs assessment and data gathering to support funding proposals.
- Assists the Research Manager and the Programs team with quarterly and final reporting on RCAP programs.
- Responds to ad hoc requests for limited scope research questions from other members and departments of the RCAP team.

- Helps provide data points, visualizations, quality control, and edits for RCAP reports, applications, and publications.
- Writes code in R or Python to automate RCAP processes.
- Assists the Research Manager with analysis of RCAP's overall impact for the Annual Report.
- Assists with events and other activities to support RCAP's goals, such as conferences, Fly-Ins, site visits, and meetings.

Requirements:

Bachelor's in a public policy, economics, data science, environmental, community development, law, or public administration field preferred. Master's or professional degree in one or more of those fields preferred. Experience with statistics, econometrics, data visualization, coding, and other forms of quantitative and qualitative analysis are highly desired for this role. Prior research and data science experience and/or experience or interest in rural community development; economic development; drinking water, wastewater or solid waste issues; and/or federal grant management is desirable. Strong written and verbal communication skills are essential. Substantial knowledge of the Microsoft Office suite of products, especially Excel, and familiarity with web-based data collection systems is necessary. Familiarity with R, Stata, Python or SQL is a plus. Some travel is required.

Other:

Fringe benefits include paid health, dental, vision, term life, and disability insurance, plus sick and annual leave, federally-recognized holidays, and a 403(b) tax-sheltered annuity plan. Career development is encouraged. Travel and per diem are reimbursed at federal government rates.

Application:

E-mail résumé and letter of interest to llandes@rcap.org. No phone calls, please. For additional information about RCAP, visit <http://www.rcap.org>. Position open until filled.

RCAP, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, sexual orientation, gender, age, religion, national origin, veteran/military status, ancestry, or disability.