

## Career Opportunity: Analyst

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#### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is an independent nonprofit organization working for more than a decade to improve children's health. We help organizations and professionals who share this mission make breakthrough improvements, so children and families live healthier lives. While NICHQ is Boston based, we have a strong remote culture and invite candidates from across the country to apply.

#### Position Overview

The Analyst plays an integral role on NICHQ's Applied Research and Evaluation team, conducting and participating in the team's work in two broad areas: 1) applied research and evaluation projects, including data collection, and analysis (both qualitative and quantitative methods) and 2) clinical research project management. In both areas, the Analyst supports all phases of research and data-related projects, from data collection, planning and implementing meetings, facilitating communications with project teams, and analysis and reporting. The Analyst develops systems to support results, fosters collaboration, and pays close attention to detail.

**Salary:** \$70,000 to \$75,000 annually

**Career Level:** Mid-Level

**Status:** Full-Time, Exempt Employee

**Education:** Master's degree in a relevant discipline with 2-4 years of relevant work experience preferred

**Reports to:** Associate Director, Department of Applied Research and Evaluation (DARE)

#### Position Responsibilities

- Works closely with the Senior Analyst and Project Director and other project members to ensure project success and team cohesiveness.
- Identifies and raises project insights, concerns, and potential solutions regarding scope, timelines, and deliverables in a timely manner to project leadership
- Project management:
  - Builds and manages project plans

- Drives and manages day to day project tasks, and specific deliverables
- Ensures project is on track to meet deadlines and within scope
- Demonstrates ability to influence, manage, and drive teams/individuals/project towards success
- Day to day management of external collaborators and partners
- Data collection and management:
  - Supports the development and management of data collection plans and data documentation to support execution of surveys and other data collection activities with research participants
  - Conducts data collection efforts, including survey dissemination, remotely
  - Programs, disseminates, and monitors surveys
  - Supports the development and management of data collection plans and protocols
- Other research responsibilities:
  - Supports the execution of environmental scans and literature reviews
  - Develops processes/systems for data entry and cleaning prior to analysis, with direction from evaluation leads as appropriate
  - Conducts bivariate and multivariate analyses using SPSS, SAS, STATA, R, or other statistical software with senior staff support
  - Contributes to analysis of qualitative data using qualitative software (e.g., NVivo or other software)
  - Supports the development of IRB submission documents
- Reporting and dissemination:
  - Prepares written summaries in multiple formats (e.g., documents, slide sets) of utilizing statistical, narrative and graphic components, as appropriate
  - Supports project teams in their development of reports and other materials that include research or evaluation data
- Participates in other activities of the applied research and evaluation team as directed by the senior members of that team

## **Position Qualifications**

- Master's degree in relevant field (e.g., public health, program evaluation, social science) preferred
- Two to four years' work experience in a health services, social science, or clinical research setting participating in qualitative and/or quantitative research
- Proficiency with SPSS or other quantitative statistical packages, web-based survey software, and/or qualitative analysis software
- Experience with REDCap preferred
- Proficiency with office systems and computers; excellent computer skills (e.g., Word, Excel), including database management (e.g.: using REDCap); adept at learning new technologies quickly
- Strong customer service and excellent interpersonal skills
- Experience conducting human subjects data collection
- Outstanding organizational and time management skills; able to show initiative with the ability to manage multiple projects and meet deadlines with minimal support from supervisor

- Exceptional written and verbal communication
- Ability to work in teams and independently
- Strong writing, editing, and proofreading skills
- Spanish fluency (conversational) required

## **Benefits**

We offer a generous benefits package for employees including competitive compensation, medical insurance, disability and life insurance, flexible spending accounts and commuter benefits.

## **To Apply**

To apply for this employment opportunity, please apply online. If you have trouble accessing the application, please email [careers@nichq.org](mailto:careers@nichq.org).

## **[Apply Now](#)**

*NICHQ is committed to increasing the representation of people from culturally and linguistically diverse backgrounds in our workforce and to value and embrace their skills, perspectives and experiences for the benefit of our mission. NICHQ is an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*