

# National Association for State Community Services Programs

## Senior Research Analyst

### Overview

The National Association for State Community Services Programs (NASCSPP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training. For more information, please visit [www.nascsp.org](http://www.nascsp.org)

### Position Description

The Senior Research Analyst assists in the design and development of research projects at NASCSPP. They work closely with the Directors to conduct research on CSBG, WAP, Community Action and general poverty research to inform agency and network work as well as legislative goals. Responsibilities include managing and leading specific grant projects, as well as research and policy tasks, such as the design and management of client surveys, interviews with service providers, analysis of program evaluation data, and written reports. The Senior Research Analyst reports to the Research Director.

### Essential Responsibilities:

#### Research Development and Management

- Lead staff in the process of conducting qualitative and quantitative analysis of data for a variety of stakeholders
- Lead the development of key grant projects, including data submission and review, national reports, state fact sheets, and dashboards
- Work with the Research Analyst in the development of new research communication and data visualization tools
- Complete administrative requirements associated with current cooperative agreements and MOUs. This includes the semi-annual report, grant continuation applications, and the project workplan

#### Training and Technical Assistance

- Develop training and technical assistance tools such as FAQs and one-pagers to assist the Community Action Network on their data collection and reporting needs
- Provide training and technical assistance to state administrators of CSBG and their networks

#### Legislative Affairs

- Provide support to the Research Director and the Senior Public Affairs Specialist to conduct policy and data analysis
- Prepare reports, briefs, and working papers to inform NASCSPP policy decisions.
- Attend informational forums and other policy events related to NASCSPP programs

#### Other Duties

- As assigned by program directors
- Assist with events and NASCSPP conferences (requires travel)

## Qualifications

- BA or BS required (commensurate experience may be considered in lieu of degree)
- Knowledge and experience of program evaluation principles, qualitative and quantitative analysis, theories, concepts, and practices is a plus. Master's degree in social science discipline a plus.
- Three to four years of professional experience in research and project management.
- Strong ability to communicate verbally and in writing.
- Knowledge and experience with Tableau, ArcGIS and similar data visualization programs, Survey Monkey, Constant Contact/Mail Chimp, WordPress, and MS Office Suite/Office 365 including Excel, OneNote, Power Point.
- Experience taking large amounts of data and translating into visually interactive graphics.
- Strong ability to manage multiple tasks with little supervision and take on increasing responsibilities.
- Desire to immerse yourself in the details of state & federal human services programs, track record of excellence in attention to detail, and willingness to learn new skills.

## Salary Range / Benefits

The position is based in Washington, D.C., however, a remote position may be considered with the understanding that remote staff are required to travel to Washington, D.C. for staff meetings up to four weeks per year and are responsible for all expenses associated with these.

**Salary range:** \$68,000 - \$71,000 annually based on experience and remote vs local residence.

**Benefits:** Medical, Dental, Vision Insurance; Life, AD&D & Long-term Disability Insurance; Sick and Annual Leave; Paid Holidays, Simple IRA Retirement Plan.

**Submission:** Interested parties should send their cover letter/resume, in one PDF document, to [nascspempops@gmail.com](mailto:nascspempops@gmail.com). Please note the job title "Senior Research Analyst" with your last name in the subject line. For best consideration, please apply by November 7, 2022.