

# National Association for State Community Services Programs

## Research Analyst

### Overview

The National Association for State Community Services Programs (NASCSP) 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). NASCSP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSP 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 role of the Research Analyst will work closely with the Directors to conduct research on CSBG, Community Action, WAP and energy efficiency-related issues, as well as general poverty research to inform agency and network-wide work. Responsibilities include review and analysis of program evaluation data, development of infographics to visualize and communicate data, design and management of client surveys, interviews with service providers, and written reports. The Research Analyst also will be responsible for managing key grants in the Research department to ensure completion of deliverables related to data collection, review, and analysis. This position reports to the Research Director.

### Essential Responsibilities:

#### Research Development

- Conduct qualitative and quantitative analysis of data for a variety of stakeholders.
- Communicate with states to collect, review, and organize data.
- Develop surveys and interview tools to collect and organize data.
- Complete evaluation projects for both CSBG and WAP.
- Develop and draft annual reports, congressional reports, and other studies as requested (including text, graphs, tables).
- Assist with the designing and editing of data collection forms, instruments, and instructions.

#### Research Communications

- Develop and draft fact sheets (state and national) and other research publications.
- Develop and draft data content for social media, newsletters, blog posts, and the website.
- Maintain and update NASCSP webpages displaying research, data, and other publications.
- Communicate data to a variety of audiences.

#### Grants Management

- Support the completion of administrative requirements associated with current cooperative agreements and MOUs. This includes the semi-annual report, grant continuation applications, and the project workplan.
- Consolidate and standardize tracking of grant deliverables, contracts, and budgets.
- Drive information on anticipated deadlines, project deliverables and priority items to project staff.

- Complete final quality assurance review of all deliverables.
- Take meeting notes as needed.
- Track new funding opportunities and support completing grant applications.

#### **Other**

- As assigned by program directors.
- Provide support to the Research Director and Senior Research Analyst.
- Coordinate work groups, such as the DATA TF, to provide feedback and input on the needs of the Network.
- Assist with events and NASCSP 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.
- 2-3 years of experience in project management and grant oversight.
- Strong ability to communicate verbally and in writing.
- Knowledge and experience with Tableau and similar data visualization programs, Survey Monkey, Constant Contact/Mail Chimp, WordPress, and MS Office Suite/Office 365 including Excel, OneNote, Power Point
- 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 & willingness to learn new skills.

#### **Salary Range / Benefits**

This position is fully remote.

**Salary range:** \$60,000 – 65,000 annual salary, 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 "Research Analyst" with your last name in the subject line. For best consideration, please apply by Friday, December 13, 2024.