

Policy Research Analyst: Job Description

About us:

Connecticut Voices for Children is a research-based child advocacy organization working to ensure that all Connecticut children have an equitable opportunity to achieve their full potential. For more about our work and our staff, please visit www.ctvoices.org.

The Policy Research Analyst will work with our policy staff to analyze and visualize data obtained from state agencies and publicly available resources (such as the American Community Survey) to inform policy recommendations and provide support for Voices' publications, fact sheets, and interactive data visualizations.

Responsibilities:

- Create and format tables, charts, maps, and data visualizations
- Download, clean, organize, and analyze data
- Analyze state budget proposals for trends and changes
- Contribute to policy research and writing of reports, fact sheets, blog posts, and other publications
- May provide some logistical support at events or be asked to represent Voices by presenting data analysis to our coalition partners
- Additional support as needed and appropriate

Qualifications:

- Must have academic knowledge of and research experience in a discipline generally associated with a degree in psychology, sociology, social work, public policy, law, economics, public health, or a related field
- Education or experience in basic quantitative data analysis using Excel and statistical software (for example, SPSS, STATA, or R). For example, summarizing data, calculating statistical significance, confidence intervals, survey weighting, and some basic regression analysis.
- Excellent time management skills including the ability to prioritize and clearly communicate needs
- Strong written and oral communication skills
- Familiarity with MS Word, Excel, PowerPoint and Outlook
- Demonstrated interest in public policy and at least one of our key issue areas (racial equity across the issue areas of education, fiscal, health, juvenile justice, early childhood, and child welfare policy) preferred
- Demonstrated commitment to social justice and racial equity
- Additional skills that are beneficial, but not required:
 - Experience creating infographics or using interactive data visualization tools (such as Tableau or Google Fusion Tables)
 - Experience conducting qualitative research or facilitating group discussions

Salary: commensurate with experience. Generous benefits.

To apply: Please send your resume/cv, cover letter, and five-page writing sample to Karen Siegel at ksiegel@ctvoices.org with the subject line "Policy Research Analyst" by April 30, 2019.

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.