



**Job Opening: Research Associate
September 23, 2020**

The Center for Community Solutions has an immediate opening in our Cleveland office for a research associate to help build our analytical capacity. This person will run the numbers, find and analyze the data, and explain the statistics. To excel in this position, the person will likely need strong data experience. The software we currently use includes ArcGIS, SPSS, SAS, Excel, and Adobe Creative Cloud. Recommendations for additional tools to advance our ability to clearly communicate data and information in the future are welcome.

Community Solutions has been described as a “think tank with muddy boots.” This means we go beyond simply analyzing and describing issues; we actively work to improve community conditions. Communication is key to our effectiveness, and this person will be expected to clearly present complex issues and tease out the meaning from statistics, being independently curious about what data is saying and what the implications are in the real world.

All Community Solutions’ staff are expected to understand and value racial equity as an organizational operating principle and must be committed to continued learning on issues related to race, equity, diversity and inclusion.

Community Solutions’ research team has built a strong portfolio of consulting clients including large health systems, small community service providers, foundations and government agencies. Research associates are expected to work on several projects simultaneously and demonstrate a high degree of independence.

Join a collaborative and high-performing team of professionals committed to using data to understand health, social and economic conditions, and providing information and intelligence to inform community responses to critical issues.

Target salary: \$45,000 – \$60,000

Reply by: 5 p.m., October 20, 2020

Apply online: <https://www.communitysolutions.com/about-ccs/employment/>

Include application (download from website), resume and cover letter; references, writing samples, etc. also may be submitted online. Or send all materials to:

rkaleal@CommunitySolutions.com.

Employment and tenure with The Center for Community Solutions are based on the “at will” principle of employment.

The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO. All staff must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.

1501 Euclid Avenue, Suite 310, Cleveland, OH 44115

P: 216-781-2944 // F: 216-781-2988

www.CommunitySolutions.com



JOB/POSITION DESCRIPTION

September 23, 2020

Position Title: Research Associate

Reports to: Williamson Family Fellow for Applied Research

Classification: Exempt

The Center for Community Solutions improves health, social and economic conditions through nonpartisan research, policy analysis, communications and advocacy.

The Research Associate provides professional research, analysis, and project organization and support with only general guidance and supervision; collects, compiles and analyzes data on community conditions; provides services to Community Solutions' consulting clients; and communicates the results of our work with policymakers, human services providers, and the public.

Essential job tasks include: using computers; writing; collection and analysis of data, trends, and ideas; planning; problem solving utilizing independent judgment and discretion; building relationships with members of community, professionals, and decision makers; influencing opinions through verbal and written communications.

Essential competencies include: teamwork; versatility; attention to detail; project planning; collection of data and data entry; analysis of data and ideas; general and technical writing; proofreading; public speaking; building rapport with others; statistics; knowledge of health and social issues, policy, and politics; knowledge and proficient use of Windows Office, Outlook, and social media applications; ability to perform several tasks concurrently.

Essential job responsibilities and results:

- Develop elements of project scope and plans through research, analysis, and collaboration with internal and external colleagues and organizations.
- Identify, define, recommend, and act upon health and social issues through analysis of data and ideas, planning, encouraging collaboration among interested parties, measurement of results, and evaluation.
- Understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- Write reports, briefs, articles, blogs, and news releases for publication.
- Maintain contacts with organizations and individuals essential to assessing the scope of an issue or program.
- Serve as a member of one or more projects or teams.
- Assist in providing staff support for Board and volunteer committees.
- Other tasks as assigned.

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Qualifications: Combination of education and experience normally represented by a bachelor's degree in a health-related, social sciences, or public administration field, plus at least two years of experience in a similar position. A master's degree is preferred. Good writing and verbal skills are required. Must be proficient in use of a personal computer, including the following software programs: Microsoft Office (Word, Excel, PowerPoint, etc.); Outlook email and electronic scheduling; and social media applications. Use of a personal cell phone for business purposes is required. For research-related positions, familiarity with statistical analysis software such as Statistical Program for the Social Sciences (SPSS), Statistical Analysis System (SAS), or Arc GIS, is recommended but not required.

Target salary: \$45,000 – \$60,000

Every Community Solutions' employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.

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