

COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

NAME OF ORGANIZATION	First 5 Contra Costa
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POSITION TITLE	Research Analyst
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SHORT DESCRIPTION OF JOB

Standard Functions and Responsibilities:
 Key Areas of Responsibility:

- Research, evaluation, and analysis of data
- Internal consulting to staff on measurement, research, evaluation and select data projects
- Synthesis and sharing of information with internal and external stakeholders

Essential Duties:
 Research, evaluation and analysis of data

- Conducts background research on issues relevant to early childhood development, policy, systems change, and place-based initiatives, under the supervision of the Manager.
- Compiles and synthesizes information to assist with defining programmatic goals, identifies emerging issues.
- Conducts general logistical work to support all assigned research and evaluation activities.
- Promotes a culture of strategic learning and knowledge sharing internally and externally
- Provides evaluation, research, measurement and data analysis findings and other information in writing and verbally to staff; presents learning to targeted internal and external stakeholders as appropriate.
- Summarizes research reports, evaluation findings, and other sources of information when required

PLEASE visit our website for complete job description and list of duties at www.first5coco.org.

SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

Minimum Education and Experience Requirements:

Education

A Master's or other advanced degree from an accredited college or university in public policy, public administration, social work, or closely related field

Experience, Knowledge, and Skills

- A minimum of three years of related experience conducting primary or secondary research and program evaluation
- Experience working on research and evaluation projects related to children and families issues. Experience designing surveys, conducting interviews, designing or implementing evaluations, building data systems or similar activities.
- Experience analyzing large data sets, such as the Current Population Survey, American Community Survey, California Health Interview Survey or similar
- Ability to communicate persuasively, both orally and in writing, in varied settings and to different audiences.

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Access)

- Proficiency using SPSS, SAS, STATA or other statistical software
- Ability to use widely supported internet browsers
- Ability to work independently and as part of a team with diverse populations and groups
- Work effectively as a member of an interdisciplinary team
- Strong organization and time management skills, with the ability to prioritize work, communicate with supervisor about work challenges, meet critical deadlines, and have great attention to detail with excellent follow through
- Demonstrated ability to contribute toward a positive work environment
- Produces high quality work in a time-efficient manner; senses what will help/hinder accomplishing a goal
- Some evening and weekend hours required
- Valid California driver's license

ADDITIONAL INFORMATION ABOUT THE POSITION

Other responsibilities

- Supports the organization's commitment to diversity and inclusion, and values a variety of perspectives
- Represents the department when needed to agencies, Commissioners, community members and others
- Upholds First 5 policies and procedures
- Processes and handles confidential information and files with discretion
- Participates in other agency activities and projects as needed
- Works independently and also as part of a team in a fast-paced, challenging environment
- Performs duties such as filing, faxing, copying and mailing materials as needed
- Performs other duties as assigned

Preferred:

- Experience working with early education, human services providers and administrators, and/or non-profit staff
- Familiarity with data visualization and mapping software (such as Tableau) and/or GIS software (ArcView)
- Knowledge of Contra Costa County
- Ability to speak a second language, Spanish preferred

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Salary and Benefits

Starting salary range is commensurate with experience. First 5 Contra Costa offers a comprehensive benefits package.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life. Learn more at first5coco.org.

HOW TO APPLY OR WHERE TO GET MORE INFORMATION

For complete job description, please visit our website at www.first5coco.org

Please submit your resume and a brief letter of introduction that summarizes why you are ideally suited to this position.

Electronic submissions should include Research Analyst in the subject line and be sent to HR@firstfivecc.org. Or mail to First 5 Contra Costa, Human Resources, 1485 Civic Court, Suite 1200, Concord, CA 94520.

Incomplete submissions will not be considered. The position will remain open until filled.

First 5 Contra Costa is an Equal Opportunity Employer.