

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**Position:** Social Science Research Analyst  
**Division/Office:** Research and Resource Development  
**Bulletin No:** 15052021  
**Salary Range:** Commensurate With Experience  
**Opening Date:** May 18, 2021  
**Closing Date:** Open Until Filled  
**First Source:** N/A

#### **BRIEF DESCRIPTION:**

The Social Science Research Analyst will be involved in research pertaining to District of Columbia and communities whose residents have low-incomes. The Social Science Research Analyst will employ a variety of research methods to distill insights and actionable information for UPO’s operations and resourced development efforts. The Social Science Research Analyst will be involved in designing studies, gathering data, analyzing data, and writing research papers and reports. In addition, the candidate will assist the division in the production of grant applications, including drafting grant proposals. The Social Science Research Analyst will also collect, assess and maintain data on the external environment critical to the appropriate planning and programming decision-making of the organization.

#### **CRITICAL FUNCTIONS AND DUTIES:**

**Routinely collect, analyze, summarize and present relevant Washington metro region data and statistics**  
Maintain access to updated US Census data and perform analyses as needed. Conduct primary and secondary research on assigned topics including analysis of qualitative and quantitative data. Develop methodologies for analysis and brief findings. Support divisional directors with relevant information to update UPO’s periodic, five-year strategic and tactical plans, including, but not limited to, updating needs data, identifying sector best practices, and researching program models that support anti-poverty projects.

**Analyze data relevant to UPO’s District of Columbia Triennial Community Needs Assessment including annual updates.**

Develop a 12-month plan to complete a comprehensive city-wide needs assessment, (tri-annually) including, but not limited to, analysis of quantitative and qualitative data, literature reviews, community asset mapping and gaps identification, and case studies, etc. Author substantial portions of the needs assessment adhering to prevailing standards of writing, citation, and ethical use of sources. Coordinate with the Director of Resource Development and Research to develop a resource plan to complete the needs assessment. Coordinate with UPO inter-office staff to analyze qualitative needs assessment data (e.g., focus groups/interviews) and other

**Vacancy Announcement**  
**Social Science Research Analyst**  
**Page Two**

Information. Prepare presentations for reporting to UPO leadership, board members, and general public relative to findings of the needs assessment.

**Support Resource Development functions**

Support the organization's grant development function by drafting research and developing content needed for grant proposals. Perform prospecting of potential, relevant funders to which applications may be submitted. Assist program directors in developing strategic partners that support grant opportunities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Psychology, Economics, Public Policy, Public Health, Sociology, Social Work, Human Development, or a related field. Experience working with datasets including via scripting language (e.g., R, Python, VBA etc.). Experience conducting primary and secondary research. Experience working on concurrent projects in a cross-functional environment. Experience converting qualitative and quantitative information into clear narratives and visually compelling presentations accessible to multiple audiences. Excellent writing ability with flexibility in writing in a variety of domains. Demonstrated experience utilizing methodology concepts for analysis and brief findings. At least two years of quantitative or statistical analysis experience. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Master's or PhD in Psychology, Economics, Public Policy, Public Health, Sociology, Social Work, Human Development, or a related field. Experience in GIS (Geospatial Information Systems) platform, conducting place-based data analyses and visualizations is a plus. Experience with data visualization is preferred (e.g., Tableau or other). Experience programming in a variety of data statistical platforms software including Stata, SPSS, R, Mplus, or Python, among others. Experience writing private and government grants. Advanced statistical knowledge (e.g., descriptive statistics including means, frequencies, regressions, etc.). Able to design and conduct interviews, focus groups, and analyze qualitative data.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position *IS* covered by the collective bargaining agreement with the CWA union.**

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org)**

## **ALL VISITORS TO UPO FACILITIES:**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and, Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**