



RESEARCH ASSOCIATE/DATA ANALYST POSITION

The Opportunity: Root Policy Research seeks a full-time Research Associate/Analyst to conduct data analysis and policy consulting. Ideal candidates should demonstrate strong data analysis skills, critical thinking, an ability to communicate quantitative findings and complex concepts clearly and concisely (i.e., excellent written and oral communication as well as data visualization skills), and familiarity with housing and community development policies.

The Company: Root Policy Research is a Denver-based consulting firm founded to advance economic consulting and policy analysis in areas critical to the development of thriving communities (e.g., fair housing, affordable housing, community development, economic mobility, language access, and childcare). Our work is informed by economic theory, data and statistical analysis, and community input. We conduct a wide range of studies, all of which provide custom, creative, and high-value analysis and strategy for our clients, most of whom are public sector agencies. Our team has more than 50 collective years of expertise in consulting and economic research. We hold degrees in the fields of Economics, Public Policy, and Community Planning. We have a strong commitment to volunteering and giving back to the communities in which we work.

Responsibilities: The Research Associate supports projects through data analysis and interpretations, as well as drafting reports, presentations, and proposals and designing graphics for data visualization. Position is based in Denver, CO (in-office presence required); periodic travel may be necessary. Key duties include:

- Interpret and analyze quantitative data and perform statistical analysis (most often related to socioeconomic and housing market data; may also include public finance and economic impact analyses);
- Conduct analyses of resident and stakeholder survey responses, including cross-tabulations and statistical significance testing;
- Conduct literature reviews and assist with qualitative research, including key stakeholder interviews as needed;
- Conduct policy analysis related to housing and community development programs, policies, and incentives, including best practice reporting and policy impact evaluation.
- Draft succinct, reader-friendly reports, infographics, presentations, and policy briefs;
- Assist in identifying and evaluating policy solutions to identified community needs; and

- Longer term, serve as project manager for consulting projects (e.g., client management, project execution, presentations of findings to clients and stakeholders).

Qualifications:

- Strong ability to analyze quantitative and qualitative data;
- Knowledge of standard statistical measures;
- Strong attention to detail;
- Excellent written and oral communication skills;
- Proficiency in Microsoft Office, particularly Excel;
- Ability to manage multiple priorities and meet deadlines in a collaborative environment;
- Ability to work well both independently and in teams;
- Possess a high level of self-motivation, self-direction, and intellectual curiosity;
- Experience in consulting, housing/community development, fair housing, and/or policy analysis;
- Working knowledge of statistical software (e.g., STATA or R) a plus;
- Experience in graphics and Excel table creation and formatting a plus.

Education: Master's degree (or commensurate experience) in economics, statistics/mathematics, public policy/affairs, or other relevant discipline.

Salary and Benefits:

- Typical starting salary is \$60,000 to \$70,000 (or commensurate with experience), plus bonus potential.
- Benefits include health, dental, SIMPLE IRA, a generous holiday and flex-time schedule, and a delightful team of co-workers.
- We are a "flat" organization and provide all staff opportunities for career advancement in client and project management, professional skills, and business development.

To Apply: Please forward resume and cover letter that summarizes how you meet the qualifications listed above to hello@rootpolicy.com. Please include "Research Associate Application" in the subject line of your email; no phone calls please.

Root Policy Research is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants on the basis of age, race, color, ethnicity, national origin, ancestry, sexual orientation, gender, gender identification or expression, pregnancy, religion, disability, veteran status, or any other status protected by federal, state or local law. We encourage the freedom of gender expression and/or gender presentation. As an institution, we do not create barriers that may prevent any employee from expressing behaviors, mannerisms, interests, and appearances that represent their authentic personality or culture.