

July 19, 2022

## Research Assistant- ORS Impact

Are you looking to contribute to significant social change? Are you passionate about social justice and equity? Do you want to work with highly committed and talented team members who want to make a difference in the world? Do you enjoy helping others gain insights and make evidence-informed decisions?

ORS Impact is seeking to add a Research Assistant to our dynamic and growing team to support social impact organizations to accelerate and maximize their impact through systems-level strategy, learning, capacity-building and evaluation. We value diversity of experience and perspective and encourage applicants from different backgrounds to apply.

### About ORS Impact

ORS Impact (ORS) is a woman-led and owned evaluation and strategy consultancy based in Seattle, WA, with ~30 staff members. Over the last three decades, we have provided thought partnership to non-profit, philanthropic, and public sector organizations—helping them use actionable learning to guide decision making and strategy for social change. ORS is grounded in values of advancing social justice, centering relationships, and approaching our work with courage, humility, integrity, and principles of equitable evaluation to advance social justice.

### About the Position

Research Assistants provide an important coordination role at ORS Impact. As an integral part of our consulting teams, Research Assistants work closely with Project Directors, Consultants, Research Analysts, and clients to deliver high quality services across multiple evaluation, strategy, and capacity building projects. Research Assistants spend most of their time on client focused work but are also invited to contribute to internal efforts aimed at strengthening our organizational culture. In addition, we strive to provide professional growth opportunities for all our team members. Promotions into new roles within ORS Impact are common.

This is a full-time, exempt position. Most work can be done remotely with some in person time expected in Seattle, Washington. Candidates must be legally authorized to work in the United States. Competitive benefits include medical/dental/vision insurance, generous paid vacation and personal/sick time, retirement, and transportation stipend. Starting salary is \$55,000 with final offer negotiated based on qualifications.

### The ideal candidate

- Demonstrates a personal commitment to ORS Impact's values
- Is energized by juggling multiple efforts simultaneously
- Is intellectually curious and willing to learn from others

- Has excellent communication skills with both ORS Impact staff and external clients
- Is extremely attentive to detail
- Can multi-task in a fast-paced environment
- Has superior organizational and problem solving skills
- Knows how to collaborate and work in project teams
- Is proficient in Microsoft Office tools, including Word, Excel and PowerPoint
- Is familiar with data analysis software, including SPSS and Dedoose

## Essential Duties and Responsibilities include:

### Provide Internal Coordination Support to Project Teams

- Help develop project work plans and timelines
- Coordinate and proactively track timeframe and deadlines for implementing project activities and deliverables, maintaining frequent communication with project director
- Support internal team communication to document and share internal meeting notes, decisions or other logistics
- Schedule meetings with internal teams and external clients

### Support Consultative Work as Part of Project Teams

- Support ongoing communication with clients and other partners, including pre-meeting (e.g., agenda, pre-reads, logistics) and follow-up (meeting notes, action items, next steps)
- Support data collection by scheduling interviews, administering surveys, collecting secondary data, and conducting background research
- Support data analysis by preparing qualitative and quantitative data for analysis, documenting codebooks for data files, conducting preliminary qualitative coding or basic descriptive analysis for quantitative data, preparing and quality checking data tables or other summary documents for analytic sessions, and contributing to team analytic sessions
- Prepare client-ready work products, including meeting agendas, meetings materials, and other products and deliverables, such as Word documents and PowerPoint presentations
- Create attractive and accurate data visualizations to include in reports and slide decks

**Education/Experience:** Bachelor’s Degree and at least one year of related experience and/or training; or equivalent combination of education and experience.

### To Apply:

Please send a resume and cover letter detailing how your skills and experience align to the position requirements to [careers@orsimpact.com](mailto:careers@orsimpact.com) by August 14, 2022. In the subject line please write “ORS Research Assistant.” We will contact qualified applicants.

*ORS Impact is an equal opportunity employer and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.*