



## Job Title

Senior Research Associate

## Reports To

Director of Evaluation

## About PIE

Planning, Implementation & Evaluation Org (PIE) is a Chicago-based, national provider of evaluation, capacity building, and strategic planning services. Our mission is to build the capacity of our clients to evaluate impact, promote learning, and facilitate equitable change. We are a growing, dynamic organization, and are looking for a somebody who can support our growth in a fast-paced environment. This role has significant room for growth and professional development.

## Job Description

The Senior Research Associate at PIE Org will be responsible for moving evaluation and research projects forward through data entry, data collection, literature reviews, quantitative and qualitative analysis and reporting, as well as other administrative tasks such as scheduling and note-taking, as assigned. This position is also responsible for attending various program meetings and preparing follow-up documentation. Proactive communication and solution seeking is an integral aspect to this work, as is the ability to work with minimal guidance. The associate may be asked to lead small evaluation projects and conduct more robust quantitative analyses, as appropriate.

It's imperative that this role have a solid grasp of Excel and be able to utilize its functionality in data cleaning/analyzing tasks. Experience with Google Data Studio or other dashboarding tools is also needed. This job requires travel to partner organizations around the Chicagoland area and prioritize tasks to balance the multiple different projects assigned throughout the course of a year.

Considerable flexibility and accommodation are needed. Client priorities, needs, and expectations often change throughout the course of a project; therefore, the ability to complete tasks in a timely manner, prioritize time, and be responsive is critical to success. PIE Org works remotely a majority of the time; however, the type of work that we do at PIE sometimes necessitates that your work be performed in the communities that our clients serve, so either employees must have a valid driver's license and access to an insured, reliable vehicle, or reliable access to public transportation or rideshare services that enable you to perform your job on time and as needed. PIE is not responsible for the costs associated with your chosen method of transportation. We are looking for someone who is organized, detail-oriented, and is excited to learn about how evaluation and strategic planning help build stronger nonprofit organizations.

## Principal Duties

- Perform common administrative requirements in a professional manner: note taking, communicating with clients, and scheduling data collection.
- Prepare interview questions and conduct interviews/focus groups, maintaining accurate records of interviews and safeguarding confidentiality as needed.

- Create and administer surveys and other data collection tools, as assigned.
- Conduct thematic analyses of interviews/ focus groups and/or descriptive analyses of surveys.
- Help with database construction, conduct data entry, perform data cleaning, and ensure data quality at all times.
- Provide support in developing/implementing/troubleshooting/maintaining dashboards.
- Attend project meetings, as needed, and prepare meeting notes/minutes/follow-up documentation.
- Summarize project results and prepare reports and presentations.
- Possess a basic understanding of the logic model/program theory process.
- Demonstrate excellent Microsoft Office skills, especially Excel. Experience in Google Data Studio a plus.
- Research and write up reviews of literature.
- Prepare materials for submission to organizations, granting agencies, and foundations.
- Demonstrate strong communication and interpersonal skills.
- Have a deep interest in pursuing program evaluation in the non-profit sector.

## Qualifications

The successful candidate will be detail-oriented, thorough, highly communicative, self-directed, proactive person with an interest in pursuing a career in the evaluation or nonprofit field. The candidate will also be culturally competent, aware, responsive, and comfortable working well with a diversity of people and projects. We are looking for candidates who are willing to listen, learn and grow their skill sets in data collection, analysis, and planning. A higher education degree is preferred.

## Work Environment, Benefits & Pay

PIE Org works remotely a majority of the time; however, the type of work that we do at PIE sometimes necessitates that your work be performed in the communities that our clients serve, so either employees must have a valid driver's license and access to an insured, reliable vehicle, or reliable access to public transportation or rideshare services that enable you to perform your job on time and as needed. PIE is not responsible for the costs associated with your chosen method of transportation, but PIE does reimburse for mileage traveled. PIE Org offers full healthcare benefits, a 401K matching program, and ample holidays and paid time off. All staff receive a professional development budget. The salary range is between \$55,000 – \$70,000 depending on experience and qualifications. This is a full-time position, 40 hours a week. This role is expected to work between 9am - 5pm Monday through Friday.

## Statement on Inclusivity

PIE is committed to creating a diverse environment and is proud to be an equal opportunity employer. PIE works with diverse people and communities, and we encourage and prioritize hiring staff that match the diversity of our partnerships.

## To Apply

Please send resume, cover letter, and writing sample to [admin@pieorg.org](mailto:admin@pieorg.org).



## Job Title

Research Associate

## Reports To

Director of Evaluation

## About PIE

Planning, Implementation & Evaluation Org (PIE) is a Chicago-based, national provider of evaluation, capacity building, and strategic planning services. Our mission is to build the capacity of our clients to evaluate impact, promote learning, and facilitate equitable change. We are a growing, dynamic organization, and looking for a somebody who can support our growth in a fast-paced environment. This role has significant room for growth and professional development.

## Job Description

The Research Associate at PIE Org will be responsible for moving evaluation and research projects forward through data entry, note-taking, data collection, literature reviews, qualitative analysis, scheduling, and other administrative tasks, as assigned. This position is also responsible for attending various program meetings and preparing follow-up documentation. As a person grows and learns in this position, there will be opportunities to lead their own evaluations and conduct quantitative analysis, as appropriate. This job requires travel to partner organizations around the Chicagoland area and prioritization of tasks to balance the 10-15 different projects assigned throughout the course of a year. Considerable flexibility and accommodation is needed. Client priorities, needs, and expectations often change throughout the course of a project; therefore, the ability to complete tasks in a timely manner, prioritize time, and be responsive is critical to success. This position will work remotely a majority of the time. We are looking for somebody who organized, detail-oriented, and is excited to learn about how evaluation and strategic planning help build stronger nonprofit organizations.

## Principal Duties

- Perform common administrative requirements in a professional manner: note taking, communicating with clients, and scheduling data collection.
- Prepare interview questions and conduct interviews/focus groups, maintaining accurate records of interviews and safeguarding confidentiality as needed.
- Create and implement surveys and other data collection tools, as assigned.
- Conduct thematic analysis of interviews/ focus groups and/or descriptive analysis of surveys.
- Help with database construction, conduct data entry, perform data cleaning.

- Attend project meetings, as needed and prepare meeting notes/minutes/follow-up documentation
- Summarize project results and prepare reports and presentations
- Possess a basic understanding of the logic model/program theory process.
- Demonstrate excellent Microsoft Office skills, especially Excel. Experience in Google Data Studio a plus.
- Research and write up reviews of literature.
- Prepare materials for submission to organizations, granting agencies, and foundations
- Demonstrate strong communication and interpersonal skills.
- Have a deep interest in pursuing program evaluation in the non-profit sector

## Qualifications

The successful candidate will be detail-oriented, highly communicative, and interested in pursuing a career in the evaluation or nonprofit field. The candidate will also be culturally competent, aware, responsive, and comfortable working well with a diversity of people and projects. We are looking for candidates who are willing to listen, learn and grow their skill sets in data collection, analysis, and planning.

## Work Environment, Benefits & Pay

PIE Org works remotely a majority of the time; however, the type of work that we do at PIE sometimes necessitates that your work be performed in the communities that our clients serve, so either employees must have a valid driver's license and access to an insured, reliable vehicle, or reliable access to public transportation or rideshare services that enable you to perform your job on time and as needed. PIE is not responsible for the costs associated with your chosen method of transportation, but PIE does reimburse for mileage traveled. PIE Org offers full healthcare benefits, a very generous 401K matching program, and ample holidays and paid time off. All staff receive a professional development budget. The salary range is between \$45,000 – \$55,000 depending on experience and qualifications. This is a full-time position, 40 hours a week. This role is expected to work between 9am - 5pm Monday through Friday.

## Statement on Inclusivity

PIE is committed to creating a diverse environment and is proud to be an equal opportunity employer. PIE works with diverse people and communities, and we encourage and prioritize hiring staff that match the diversity of our partnerships.

## To Apply

Please send resume, cover letter, and writing sample to [admin@pieorg.org](mailto:admin@pieorg.org).