



OVERVIEW

The First 5 Center for Children’s Policy, a growing and innovative non-profit, seeks a Research Associate to build its research portfolio. If you are a smart, self-motivated professional with a passion for improving services for California’s youngest kids, and a track record of using research and data to understand complex issues, this is a position for you.

ABOUT FIRST 5 CENTER FOR CHILDREN’S POLICY

First 5 Center of Children’s Policy develops research and policy thinking in order to improve early childhood systems in California. We want to bring the best research, learning and communicating to the issues of early childhood development to ensure California’s young children are safe, healthy and ready to succeed in school and life.

The Center is the think-tank arm of the First 5 Association, the policy and advocacy organization representing county First 5 Commissions. As a voice for the state’s youngest kids, the Association brings together partners and leverages multiple funding sources to strengthen systems through communications, advocacy, collaboration, skill building, and innovation and learning, so children and families have access to the community-based supports they need.

POSITION

The Research Associate (RA) is the lead research professional for the Center for Children’s Policy. This is a full-time position, reporting to the Managing Director, located in Alameda, California.

Essential Duties:

- Support the design and lead the implementation of research and policy analysis work.
- Produce written materials (reports, research/policy briefs, policy proposal white paper) on early childhood issues affecting low-income families in California.
- Conduct data, evaluation and research projects including: the design and execution of surveys, interviews and focus groups, research with online databases, data acquisition, organization, entry and processing/cleaning, and quantitative and qualitative data analysis.
- Support the communication of data and research findings by producing well-crafted data visualizations, charts, tables, spreadsheets and cogent memos and other communications tools for internal and external use.
- Support research and policy partnerships with academia, foundations, and other early childhood advocacy organizations to support the work of the Center.
- Contribute to the development of new funding proposals aligned with the Center’s goals and vision.
- Support relationships with Center funders, including progress tracking, and providing on-time reports.
- Support the organization’s commitment to diversity and inclusion, and value a diversity of perspectives.

Qualifications:

- Mission-driven and self-directed, with a demonstrated passion for early childhood development, California families, and issues of equity
- Knowledge of early childhood development and programs in California
- Strong analytic and data management skills; knowledge and experience analyzing large public data sets
- Qualitative data analysis skills; experience interviewing diverse stakeholders, conducting focus groups and/or other qualitative data collection methodologies
- Exceptional writing skills
- Highly effective listener and communicator
- Demonstrates strategic and critical thinking in the execution of responsibilities
- Acts with integrity and exercises excellent judgment
- Ability to learn and apply new skills; knows how to use technology tools to effectively manage and expedite processes
- Demonstrates ability to set priorities, establish clear expectations and execute identified projects; works in an organized manner with strong attention to detail
- Strong interpersonal and teamwork skills, a self-starter that requires little supervision
- Effectively manages overlapping projects and deadlines; ability to work under pressure, meet deadlines and adjust to changing priorities; uses time efficiently; integrates changes smoothly
- A sense of curiosity and humor

Experience:

The successful candidate will be able to demonstrate experience completing high-quality research and analysis projects, and communicating their results to multiple audiences. Specifically, we seek a candidate with experience with the following skills:

- Writing highly-digestible research reports, policy proposals, briefs, memos and other forms of written communication
- Communicating complex data and research findings in an understandable and compelling manner
- Developing research-based and/or practice-informed policy proposals within the early childhood field
- Effectively communicating research and analysis to multiple audiences, including policymakers, program directors and the public
- Working directly with children and families a plus

Education:

- Master's degree from an accredited college or university in a social science discipline, education, public policy or other related field, a combination of education and experience may be substituted;
- Minimum 1 year of coursework in research methods, qualitative and quantitative data analysis, and/or evaluation.

Computer Skills:

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), G Suite, Box
- Experience with Tableau (preferred)
- Proficiency using statistical analysis software
- Ability to use widely supported internet browsers and applications

COMPENSATION, BENEFITS & RETIREMENT SAVINGS: First 5 Center for Children's Policy offers a competitive salary, vacation, administrative leave, and sick day plan, and pre-tax deductions for out-of-pocket medical and dependent care expenses.

Center employees are official employees of the First 5 Association. Through an arrangement with the County Supervisors Association of California (CSAC), the Association pays for up to 100% of the premiums for employees and their dependents' medical, dental, and vision benefits, as well as the employee's life and long-term disability insurance policies.

First 5 Association offers SBCERA Tier II defined benefit retirement (i.e. pension) See additional information [here](#).

HOW TO APPLY: Interested? Then apply. The Center encourages candidates with diverse backgrounds and perspectives to join our team. Please submit a cover letter and resume to shelby@first5association.org. Applications without a cover letter will not be considered.

There is no established deadline for the submission of applications; resumes will be accepted until the position is filled. Only candidates who move beyond the review of submitted written materials will be contacted by the First 5 Association.

Equal Opportunity Employer

First 5 Association does not discriminate on the basis of race, color, creed, sex (including pregnancy, childbirth or related medical conditions and gender), religion, marital status, registered domestic partner status, age national origin or ancestry, physical or mental disability, legally protected medical condition, including genetic characteristics, sexual orientation, or any other status protected by federal, state or local laws. It also pertains to a perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having one of those characteristics, to the extent required by law.