



Research Associate

Citizens' Committee for Children of New York (CCC) is a nonprofit and nonpartisan child advocacy organization whose mission is to ensure that every New York child is healthy, housed, educated and safe. For over seven decades, our unique approach to child advocacy has been fact-based and relied on partnerships between our professional staff and our lay and professional volunteers, as well as the ability to effectively engage elected and appointed government officials, direct service colleagues, philanthropic partners, and New Yorkers at large. The Research Associate will work on the Research & Data Team to support CCC's collection and analyses of census and administrative data, produce data-driven products, and support community-based data collection projects on child and family policy topics.

Responsibilities

- Collecting, processing, and analyzing quantitative data from a variety of federal, state, and local sources (*e.g.*, American Community Survey).
- Collaborating with other members of the Research & Data team to prepare written analyses on population demographics, as well as child and family well-being trends, in New York City to produce a wide range of regular publications, such as the *Keeping Track Data Book* and *Community Risk Ranking*, and other data-driven reports, infographics, and blogs.
- Conducting outreach to federal, state and city government agencies, universities, and research and policy organizations to identify data sources and make data requests.
- Responding to internal and external data requests in a timely and accurate fashion.
- Assisting with the implementation of CCC's community-based research and assessments, including collection of qualitative data on discrete child and family policy issues when government data are lacking.
- Supporting the development and maintenance of *Keeping Track Online*, including updating with more recent data, and expanding the interactive and data visualization features of the site.
- Supporting CCC's Community Leadership Course and other community education efforts by helping to prepare and conduct presentations, materials and trainings for CCC volunteers, direct service providers, and philanthropic and government partners in CCC's research and data products.

Qualifications

- Strong research and analytical skills, and ability to write clear, technically concise reports using quantitative data.
- Experience working with American Community Survey and other government datasets/surveys on geographic areas within New York City (*e.g.*, Community Districts, Public Use Microdata Areas, Neighborhood Tabulation Areas).
- Proficiency with SPSS or other statistical software and Microsoft Office Suite; proficiency with ArcGIS or other mapping and data visualization software is a plus.
- Experience producing data visualizations and explaining data and statistics for a lay audience in non-technical terms.
- Excellent public speaking and written communication skills in English. Additional fluency in Spanish or another language (*e.g.*, Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Urdu) is a plus.
- Strong interpersonal skills and demonstrated capacity to work effectively as part of a team.
- Must have knowledge of and demonstrated commitment to child and family issues.

Education & Experience

- Master's degree in Data Analytics, Social Science, Public Policy, Economics, Urban Planning or related area plus at least one year of related experience described above.

To Apply: Please send a resume, three references, and writing sample to Lorraine Tate, Executive Assistant, ltate@cccnewyork.org