

POPULATION REFERENCE BUREAU

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POPULATION REFERENCE BUREAU VACANCY ANNOUNCEMENT

Research Associate, Domestic Programs

(Aug. 18, 2011) The Population Reference Bureau seeks an individual who will be responsible for collecting, analyzing, and reporting data and research about U.S. demographic issues.

Primary Responsibilities

- Compile demographic and social indicator data using a broad range of sources, including Census, American Community Survey, Current Population Survey, and Vital Statistics data. Conduct analysis to ensure the quality and accuracy of compiled data.
- Conduct research and analysis on U.S. children and families, including trends in well-being and their implications.
- Provide SAS programming assistance, produce tables, figures, and graphs on U.S. children and families, and write and edit short articles for web and print publications.
- Contribute to Domestic Program's Technical Assistance and Training Programs by responding to inquiries about demographic topics or data sources, providing custom analysis and maps, and conducting training workshops.
- Contribute to development of the agenda, logistical arrangements, and training presentations for data user workshops.
- Communicate with data providers including various federal agencies to acquire data.
- Assist in preparing project proposals, grant applications, and project assessments.
- Function as a team leader or task coordinator for selected projects.

Qualifications

- Master's degree in sociology, demography, economics, public policy, or related field.
- 3 to 5 years of data analysis experience, ideally on topics related to children and families. Additional research experience on topics related to poverty and inequality, immigration, labor force, or aging a plus.
- Demonstrated proficiency and work experience in using database and statistical software (SAS) to describe, summarize, and analyze large data files.

- Good working knowledge of the federal statistical system. Experience using decennial census, American Community Survey, and Current Population Survey strongly preferred.
- Project management experience including preparation of project proposals, development of project work plans and budgets, and management and monitoring of project expenses.
- Excellent written and oral communications skills with the ability to communicate to nontechnical audiences and work effectively with a broad range of individuals.
- Interpersonal and professional skills necessary to work effectively with PRB partners and project stakeholders.
- Ability to work independently and with minimal supervision and direction.

Salary & Benefits: Salary commensurate with qualifications and experience. PRB has an excellent benefits package, including generous health, leave, and retirement plans.

Applications: Please send resume and cover letter with salary requirements to jobs@prb.org.

About the Population Reference Bureau: *The Population Reference Bureau informs people around the world about population, health, and the environment, and empowers them to use that information to advance the well-being of current and future generations.*

The Population Reference Bureau is an equal opportunity employer.