

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](mailto: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.***