

# **Population Forecast Program Coordinator**

## **Population Research Center (PRC)**

### **College of Urban and Public Affairs**

**Open until filled**

#### **Background**

The Population Research Center (PRC) at Portland State University (PSU) seeks an experienced and dynamic population researcher to coordinate the Center's newly created Oregon Population Forecast Program. Affiliated with the Institute of Portland Metropolitan Studies (IMS) in the College of Urban and Public Affairs (CUPA), the PRC fulfills an Oregon statutory requirement through the Oregon Population Estimates program, and also serves as the Oregon Census State Data Center. Additionally, PRC works with local and state government and nonprofit agencies to conduct demographic analysis that supports public and private decision making, such as school enrollment forecasts, analysis of trends and issues related to aging and public health, housing needs, and small geography population estimates. Center research faculty engage in a variety of research projects that provide data analysis to decision makers throughout the Portland metropolitan region and across Oregon. Recently, PRC was charged by the State of Oregon with establishing and administering the Coordinated Population Forecast Program.

#### **Position Summary**

The principal duty of the Oregon Population Forecast Program Coordinator position will be to produce statewide city-county coordinated population forecasts. More specifically, the Coordinator will provide annual county-level forecasts, along with coordinated forecasts for cities and unincorporated areas for a select number of counties on an annual basis. The Coordinator will also be expected to contribute by planning and defining the program logistics for the following aspects: data collection and database development, methodologies and modeling, reporting results and public presentations, and establishing and meeting deadlines.

Preparing population forecasts is a public process. This position will require working collaboratively and communicating effectively with PRC staff, local officials, community groups, and citizen advocates. Some travel in Oregon is required.

#### **Key Responsibilities**

- Plan, manage, and implement the research approach for the Oregon Coordinated Population Forecast Program
- Communicate with government officials and community advocates to collect information pertinent to population forecasting and local areas
- Create and maintain databases essential for the administration of the Oregon Coordinated Population Forecast Program
- Develop models for population forecasts (e.g. Cohort-Component and Housing Unit models) for large and small geographic areas
- Receive input on preliminary forecast results from the public and local officials, and provide appropriate feedback
- Generate clear and concise reports, including text, graphics, and tables, describing the results of demographic analyses

- Public presentation of forecast methods and results
  - Supervise and mentor research assistants
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- Work collaboratively with research programs at PSU and other Oregon University System (OUS) institutions
  - Participate in ongoing research efforts in the PRC as needed, including demographic analysis, population forecasting, population estimation, and spatial and statistical analysis of demographic data
  - Travel to communities across Oregon

### **Key Cultural Competencies**

- Create an environment that acknowledges, encourages, and celebrates differences.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
- Adhere to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

### **Qualifications and Skills**

- Master's degree or Ph.D. preferred in Demography, Sociology, Geography, Economics, or a related field and demonstrated proficiency with population forecast methodologies and research design
- Will consider Bachelor's degree in Demography, Sociology, Geography, Economics, or a related field *with* at least five years of applied work experience in applied demography or other social science research demonstrating proficiency with population forecast methodologies and research design
- Solid experience with spreadsheets, databases, statistical analysis software, and Geographic Information Systems (GIS)
- Strong familiarity with Census data
- Excellent written, oral, and interpersonal communication skills
- Valid driver's license

### **Compensation**

This is a renewable, 12-month fixed term position with secure multi-year funding. The starting annual salary rate for this position will be commensurate with the candidate's qualifications and experience. Compensation includes an excellent benefits package, including: generous healthcare coverage; competitive retirement and vacation package; and reduced tuition rates for employee, spouse or one dependent at any of the Oregon University System (OUS) schools.

### **To Apply**

Please send a letter of interest, curriculum vitae, work samples, and three references by July 24, 2013 to:

Lisa Yarbrough  
 Search Coordinator  
 Population Research Center  
 P.O. Box 751  
 Portland, OR 97207

Applications may be sent via e-mail to:  
[askprc@pdx.edu](mailto:askprc@pdx.edu)

More information about the Population Research Center (PRC) and the Institute of Portland Metropolitan Studies (IMS) can be found at:

<http://www.pdx.edu/ims/>

<http://www.pdx.edu/prc/>

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse background and candidates who support diversity.*