Job Title: Research Analyst

The Policy & Research Group (PRG) invites applications for an experienced Research Analyst who is passionate about improving opportunity and equity through social science research and evidence-informed innovation. The analyst will contribute to the TISH Accelerator, a public health initiative supporting Intervention Development Teams (IDTs) as they develop, refine, test, and prepare interventions for dissemination. We seek candidates who thrive in a fast-paced, collaborative, team-based environment that prioritizes analytical rigor, critical thinking, and commitment to our mission. PRG aims to improve the economic and social prospects for people through equitable public policy and improved practice. As a small but expanding research and evaluation firm, PRG allows employees at all levels to play an integral role in projects and provides opportunities for growth. PRG is an employee-owned small business. See www.policyandresearch.com for more information. This is a full-time, exempt position.

Primary duties include facilitating routine IDT coaching meetings; reviewing conceptual and logic models, intervention drafts, Plan-Do-Study-Act (PDSA) tools, and testing plans; providing actionable written feedback; monitoring progress and milestones; supporting performance measurement and reporting; and contributing to research synthesis and dissemination. The analyst works closely with senior research and project leadership, exercising independent judgment on routine technical matters while elevating complex methodological and strategic decisions as appropriate.

Responsibilities:

- Serve as the primary day-to-day contact for a portfolio of IDTs; facilitate biweekly coaching sessions, provide technical assistance and follow-up, and support onboarding of new teams. Coaching sessions focus on intervention theory, development, refinement, implementation, and testing.
- Conduct first-pass technical reviews of conceptual models, logic models, intervention drafts, PDSA planning tools, implementation testing protocols, preliminary effectiveness plans, intervention packaging, and dissemination plans.
- Support selection and refinement of measures, data collection instruments, and implementation documentation; assess the clarity, feasibility, and methodological alignment of proposed testing approaches.
- Maintain portfolio dashboards, milestone trackers, capacity assessments, work plans, and issue logs; prepare concise milestone and decision briefs and flag emerging risks.
- Coordinate IDT feedback activities, including surveys and informal interviews; synthesize findings to inform continuous improvement and support annual prototype reviews.
- Coordinate collection and quality review of performance measures and implementation evaluation data; contribute to required progress reports and other grant reporting products.
- Conduct literature reviews, evidence scans, and landscape analyses; synthesize lessons and outcomes across IDTs and support innovation-domain exploration.

- Contribute to reports, conference presentations, publications, newsletters, and other dissemination products; assist with concept notes and proposal inputs as needed.
- Work collaboratively with leadership, project coordination staff, external experts, and partners; escalate specialized methodological questions and significant scope or resource issues to appropriate leadership.

QUALIFICATIONS:

- At least five years of relevant professional experience in applied research, program evaluation, intervention development, implementation science, or related work.
- *Preferred:* a master's degree in public health, social science, public policy, education, psychology, or a related discipline.
- Demonstrated experience supporting or evaluating behavioral, health, educational, or other social interventions, including translating research evidence into practical guidance.
- Knowledge of logic models, theories of change, research design, measurement, and qualitative and/or quantitative data collection and analysis.
- Ability to critically review research and intervention materials and provide clear, constructive, actionable technical feedback.
- Exceptional organizational skills and attention to detail, including ability to manage multiple teams, deadlines, deliverables, and competing priorities.
- Excellent writing, facilitation, interpersonal communication, and computer skills; ability to work independently and collaboratively with diverse partners.
- Commitment to PRG's mission: to produce rigorous research and evaluation that benefits people by improving programs and innovations that aim to improve social, behavioral, health, economic, and employment potential.
- Ability to work a flexible schedule; some evening and weekend hours may be required.

Candidates with experience in one or more of the following areas are particularly encouraged to apply:

- Adolescent health, teen pregnancy prevention, youth development, behavioral health, or related public health topics.
- Human-centered or participatory intervention design; technical assistance, coaching, or capacity building with community-based teams.
- Plan-Do-Study-Act cycles, implementation or feasibility testing, preliminary effectiveness studies, or continuous quality improvement.
- Performance measurement, survey or interview methods, research synthesis, and preparation of reports or scholarly dissemination products.

BENEFITS:

- Three weeks (15 days) paid vacation per year
- Approximately 17 paid holidays per year (this includes an end of the year break where the office is closed between Christmas and New Year's Day)
- Medical, dental, and vision group plans offered; employer pays portion of premiums
- Supplemental insurance plans and a Flexible Spending Account (FSA) offered
- SIMPLE and Roth IRA retirement plans with employer percentage match after two years of employment

HOURS: This is a full-time position of approximately 40 hours per week. Some evening and weekend hours may be required.

LOCATION: Applicants based out of New Orleans are preferred; however, a permanent remote working arrangement from any location will be considered for the right candidate. State your preferred location in your cover letter.

TRAVEL: This position may require some local and out-of-state travel. Travel and local mileage will be reimbursed.

POSITION START DATE: The anticipated start date for this position is December 2026.

TO APPLY: Please email a cover letter, resume, application form, unofficial graduate transcripts (if applicable), writing sample, and three references to applications@policyandresearch.com. *Please make sure to include "Research Analyst" in the email subject line.* Please submit your materials as soon as possible - the search will remain open until we find the right candidate.

EQUAL OPPORTUNITY: PRG is an Equal Opportunity Employer, and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, or disability.