Job Description

Carnevale Associates, LLC is seeking a Research Associate to join our team of professionals. We are a Washington, DC-based consulting firm and a designated small business, specializing in behavioral health and criminal justice policy.

The Research Associate position will primarily involve collecting, coordinating, cleaning, and analyzing data to help guide program and policy implementation across numerous substance use and mental health treatment programs in the District of Columbia.

Duties include but are not limited to:
- Data systems management
- Data collection and data cleaning
- Interpretation and analysis of program management data
- Data visualization
- Report development
- Policy analysis
- Traditional & Internet-based research

Requirements

The ideal candidate will possess a combination of the following:
- Bachelor's Degree and 2+ years of experience OR a Master's Degree and 1+ years of experience
- Proficiency with Microsoft Office, particularly Microsoft Excel and SharePoint
- Knowledge of statistical software packages (SPSS, STATA, SAS, R) preferred
- Strong oral and written communication skills, including the ability to communicate technical data to non-technical audiences
- An analytic, detail-oriented approach and an ability to work with medium-sized data sets
- Motivation to work independently against tight deadlines and flexibility to be part of a team
- Ability to work from home and at DC-based client sites
- Familiarity with drug, health, and criminal justice policy a plus

Salary and Benefits

Carnevale Associates, LLC offers a robust benefits package. Salary is commensurate with education and relevant experience.

Please send a resume and cover letter to careers@carnevaleassociates.com.

About Carnevale Associates, LLC
http://www.carnevaleassociates.com/

Carnevale Associates, LLC specializes in bringing strategic consulting solutions to governments, organizations, and communities as they confront the policy and program challenges of substance use, behavioral health, and criminal justice. Our team of subject matter experts bring a wealth of industry knowledge to develop practical and research-based policy solutions through Research & Evaluation, Policy Formulation, Strategic Planning, Performance Measurement & Management, and Training & Technical Assistance.

Carnevale Associates, LLC is proud to be an Equal Opportunity Employer. We provide equal employment opportunity for all persons, in all facets of employment.