



Research Assistant (Entry Level)

Job Description

Carnevale Associates, LLC (CALLC) is seeking a **Research Assistant** to join our growing team of professionals in an entry level position. This full-time position will support several evaluation and performance measurement projects across our portfolio, all related to substance use disorder (SUD) treatment and criminal justice programs. The position is 100% remote (telework), although limited travel to the Washington, DC area may be required. The successful candidate will be highly detail-oriented and motivated to improve services for individuals connected to SUD services and the criminal justice system.

Responsibilities

- Coordinate data collection from project partners and clients across multiple evaluation projects
- Independently clean program data for subsequent analysis
- Assist with provision of training and technical assistance to internal and external staff on data collection and reporting requirements
- Effectively communicate with clients and project partners about data collection and data cleaning
- Assist with data analysis and production of monthly data dashboards, in collaboration with CALLC Research Associates and Senior Research Associates
- Assist with the production of professional documents (i.e., reports, fact sheets, summaries, process documents etc.), PowerPoint presentations, and emails to communicate analysis results, policies and procedures, and strategy recommendations
- Participate in meetings and discussions with clients and team members, including developing agendas and capturing meeting minutes
- Contribute to other project deliverables, as assigned

Requirements

- Bachelor's degree in social sciences or related field
- Demonstrated interest in or knowledge of behavioral health, SUD, and/or criminal justice issues
- Demonstrated exposure to quantitative research
- A detail-oriented approach and strong interest in working with numbers and data
- Strong MS Office skills, particularly MS Excel
- Ability to manage multiple and tight deadlines, simultaneously
- Strong oral and written communication skills
- Motivation to work independently and willingness to collaborate on project teams
- Ability to work remotely

Pluses

- Knowledge of SPSS or other statistical software
- Experience or familiarity with SUD, mental health, and/or criminal justice policies and concepts
- Experience or familiarity with qualitative research methods
- Proximity to Washington, DC

Location

- Remote (100%)

Salary & Benefits

Salary range is \$50,000 - \$55,000 per year and is commensurate with education and relevant experience.



CALLC offers a robust benefits package including: health, dental, and vision insurance (premium 100% employer covered and employer-funded Health Reimbursement Account); 401(k) plan with profit sharing; three (3) weeks Paid Time Off (PTO) in the first year; 10 paid holidays per year; internet and cell phone service reimbursement (100% employer covered); and access to professional development. CALLC also provides all necessary technology for remote work, including a laptop computer and peripherals.

About CALLC

CALLC is a woman-owned small business, providing strategic consulting in the behavioral health and criminal justice sectors. Since our founding in 2000, CALLC has served six US executive departments (Justice, Health & Human Services, Homeland Security, State, Veterans Affairs, and Defense), the Executive Office of the President, foreign governments, numerous US states & localities, and national constituent groups. CALLC is internationally recognized for expertise in substance use prevention and treatment policy, federal drug control, performance measurement, and strategic planning. Our specialized team of subject matter experts bring a wealth of industry knowledge to deliver practical and research-based solutions across our service array of: Research & Evaluation, Policy Formulation, Strategic Planning, Performance Measurement & Management, and Training & Technical Assistance.

www.carnevaleassociates.com

CALLC is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We encourage people from all backgrounds, ages, and experiences to apply.

To Apply

Please send a resume and cover letter to careers@carnevaleassociates.com with a subject line "Research Assistant – [Your Name]".

The position will be open until filled. While the timeline may change, we are seeking a candidate with immediate availability and anticipate a new hire starting in this position by mid-November 2022.