



## Research Associate (Evaluation)

### Job Description

Carnevale Associates, LLC (CALLC) is seeking a **Research Associate** to join our growing team of professionals. This full-time position will primarily support a large Federal evaluation project along with other evaluation projects across our Research & Evaluation portfolio. The Research Associate will support work related to substance use disorder (SUD) treatment and prevention as well as criminal justice programs. The position is 100% remote (telework), although travel to the Washington, DC area may be required. The successful candidate will have qualitative research experience in professional settings, have the ability to work independently, be highly detail-oriented, and be motivated to improve services for individuals connected to SUD services and the criminal justice system.

### Responsibilities

- Independently review, code, and analyze qualitative program data
- Coordinate data collection from project partners and clients
- Effectively communicate with clients and project partners about technical research and project management matters
- Assist with the production of professional documents (i.e., reports, fact sheets, summaries, process documents etc.) for external communication
- Conduct literature reviews and prepare literature summaries
- Participate in meetings and discussions with clients and team members, including developing agendas and capturing meeting minutes, as needed
- Contribute to other project deliverables, as assigned

### Requirements

- Master's degree in social sciences or related field
- At least 2 years of relevant work experience
- Demonstrated experience contributing to a qualitative research project in a professional position
- Experience effectively communicating with clients and/or external partners
- Experience using qualitative data analysis software (i.e., nVivo, Atlas.TI, etc.)
- A detail-oriented approach and strong fundamental research skills
- Strong MS Office skills, particularly MS Excel
- Ability to work independently and meet self-established targets
- Ability to manage multiple and tight deadlines, simultaneously
- Strong oral and written communication skills
- Demonstrated interest in or knowledge of behavioral health, SUD, and/or criminal justice issues
- Ability to work in collaboration with larger 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
- Interest or experience in the design and graphic/visual presentation of research outputs
- Proximity to Washington, DC

### Location

- US East Coast – 100% Remote (DC-area preferred)



### **Salary & Benefits**

Salary range is \$60,000 - \$70,000 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.carneveleassociates.com](http://www.carneveleassociates.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@carneveleassociates.com](mailto:careers@carneveleassociates.com) with a subject line "Research Associate – [Your Name]".

The position will be open until filled. Application period for this position will close on August 15.

While the timeline may change, we are seeking a candidate with immediate availability and anticipate a new hire starting in this position by mid-September 2023.