



## Job Description

Carnevale Associates, LLC is seeking a **Senior Research Associate** to join our growing team of professionals. This position will work full-time on a federal project in our criminal justice portfolio. The position is currently 100% telework, but travel to Washington, DC several times a week will be required in the future. Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information. The successful candidate will provide an objective view of justice-related performance management systems and processes and help lead efforts to create programs that are results focused. This person will:

- Serve as subject matter expert on performance management, data-driven decision-making, performance measures, program design, and evidence-based practices
- Assist with performance measures development or revisions (e.g., attend meetings, review drafts)
- Provide subject matter expertise on reports and other deliverables
- Serve as the lead/co-lead for certain assigned task areas
- Respond to ad hoc data analysis requests that may have quick turnaround times
- Develop professional quality written documents (i.e., reports, summaries, fact sheets), PowerPoint presentations, and emails to communicate analysis results
- Assist in defining and reporting program results by consulting with stakeholders to identify key metrics; develop various deliverables based on those metrics (e.g., report, dashboards)
- Provide technical assistance to federal staff on performance measures, performance management, program design, and data collection and reporting (i.e., through logic modeling process)
- Facilitate meetings and discussions with federal staff and internal team members, including the development of agendas, meeting materials, and follow-up communication
- Clean and organize datasets for analysis
- Design and implement assigned project deliverables from start to finish
- Develop and manage project deliverable timelines and schedules, including management of team member contributions
- Review and provide feedback to team members on deliverables

## Requirements

- U.S. citizen
- Master's Degree, preferably in criminology, criminal justice, social science research, or other appropriate subject area
- 5 years of experience with analysis of quantitative and qualitative data and performance measurement (a significant portion must be in the justice area)
- Demonstrated subject matter expertise in performance management, performance measurement, program design, and criminal justice
- Ability to perform assigned tasks with minimal to no supervision

- Experience with data analysis and data presentation and knowledge of statistical software packages (SPSS, STATA, SAS, R) and data visualization software such as Tableau or Socrata
- Strong written, editing, and verbal 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
- Ability to manage multiple tasks and tight deadlines simultaneously
- Proficiency using SharePoint and the Microsoft Office365 Environment (Word, Excel, PowerPoint, Outlook, and OneDrive)

### **About Us**

Carnevale Associates, LLC is a Washington, DC-based consulting firm and a designated small business, specializing 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.

[www.carnevaleassociates.com](http://www.carnevaleassociates.com)

### **Salary and Benefits**

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

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

### **To Apply**

Please send a resume and cover letter to [careers@carnevaleassociates.com](mailto:careers@carnevaleassociates.com)