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Organization

Frontline Solutions is a social change organization that invests in the pipeline of emerging social change leaders, provides consulting services to nonprofit organizations, and engages in field-building on education, social innovation, and males of color. We serve a diverse array of clients ranging from national philanthropic institutions to grassroots advocacy organizations and government agencies.

Position Description

Frontline is currently looking for a Research Associate to provide critical support to its clients, core staff and contractors in Durham, Philadelphia, and across the country on a number of high priority strategic initiatives. The Research Associate will be based out of Frontline's Philadelphia office at 1420 Walnut St. This is a part-time position (approximately 12-20 hours per week) that will pay \$15.00-\$20.00 per hour based on experience.

Responsibilities

- Conducting and facilitating interviews and focus groups with nonprofit client staff, client beneficiaries and experts in the field
- Assisting in qualitative and quantitative research, data collection and analysis
- Preparing and presenting analysis and findings through written publications and in person meetings
- Assisting in and often leading project management efforts
- Coordinating cross-functional teams, often working remotely
- Provide technical assistance to federal and state agencies on performance measurement, performance analysis, data quality, and reporting and validation software
- Assist in quantitative research and analysis

Qualifications

- Bachelor's degree and at least one year of relevant experience, or a combination of equivalent education and experience in public policy, the social sciences, or a related field (Graduate Students are encouraged to apply).
- Impeccable writing and analytical skills
- Strong project management experience
- Outstanding professional recommendations
- Ability to multi-task and handle needs of multiple staff members
- Ability to finish tasks with minimal supervision
- Ability to learn new technology and processes quickly
- Strong email, phone, videoconference and in-person interpersonal communication skills
- Comfortable in a work environment and culture that relies heavily upon technology
- Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)

Frontline places a premium on the training and professional development of its Research Associates. Training will occur on the job, through targeted professional development and one-on-one coaching.

How to Apply

Please send a resume, writing sample, and cover letter to Ricky Hurtado (rhurtado@frontlinesol.com) by Monday, December 12th, 2011. Frontline Solutions is an equal opportunity employer, with a diverse staff and a dynamic office culture. Minority candidates are encouraged to apply. For more information, visit www.helpingchange happen.com/apply