RESEARCH ASSOCIATE

Citizens’ Committee for Children of New York (CCC) is a nonprofit, multi-issue child advocacy organization that combines research, advocacy, and civic engagement to advance well-being and achieve equity and justice for all New York’s children. Our unique approach to child advocacy is fact-based and relies on partnerships between our staff and volunteers on CCC’s Board and Advocacy Council to effectively engage elected and appointed government officials, City and State agency leaders, direct service colleagues, philanthropic partners, and New Yorkers at large. Within the workplace, CCC is intentional about cultivating an environment that values inclusion, teamwork, and fellowship.

CCC is seeking a Research Associate to join the Research and Data team in advancing racial equity and well-being through the study and analysis of key issues facing NYC children, youth, and their families. The Research Associate will bring a unique set of skills, expertise, creativity, and personal experience to support CCC’s data collection and management practices, contribute to research and analytic projects, and build on efforts to make data more accessible to diverse audiences. The ideal candidate is one who is equally as passionate about exploring datasets and sharing research as they are about improving the lives of children. The Research Associate position reports to the Associate Executive Director for Research.

Core Responsibilities

- Supporting participatory and community-based research to collect qualitative and quantitative data on key child and family policy topics, including survey methods (in-person, online, cellphone-based), interviews and focus groups, and geospatial analyses.
- Collecting, processing, and analyzing quantitative data from federal, state, and local sources (e.g., American Community Survey; NYC Open Data; NYC municipal agencies).
- Collaborating with other staff to produce data resources, such as the Keeping Track of New York City’s Children, Child and Family Well-being in New York City, Child and Family Well-being in New York State and other reports, factsheets, and products on discrete child and family policy topics.
- Developing syntax and strategies that solve data management and analysis problems with automation and minimal debugging, including storing raw and processed data files, merging or linking datasets, and documenting iterations.
- Supporting the development and maintenance of CCC’s comprehensive child and family well-being database, Keeping Track Online (data.cccnewyork.org), including updating indicators with more recent data and expanding the list of indicators available.
- Conducting outreach to federal, state and city government agencies, universities, and research and policy organizations to identify data sources and make data requests.
- Presenting CCC’s research projects and data resources to a wide range of audiences and using data to promote equity.
- Responding to internal and external data requests in a timely and accurate fashion.
Key Qualifications and Experience

- Demonstrated knowledge and commitment to advancing equity, justice, and well-being for children, families, and communities in New York City.
- Demonstrated experience conducting participatory and community-based research leveraging both qualitative and quantitative methodological approaches.
- Demonstrated expertise working with public data, including the American Community Survey and/or other government datasets for New York City and its small geographies (e.g., Community Districts, Public Use Microdata Areas, Census Tracts).
- Strong interpersonal skills and demonstrated capacity to collaborate effectively within a small team as well as with the larger team of staff, board members, advocacy council members, and community partners.
- Strong research and data analytic skills using quantitative data to produce data visualizations and explain statistics to diverse audiences across New York using equity promoting language and non-technical terms.
- Excellent writing and public speaking skills in English. Fluency in Spanish or another language commonly spoken in New York City (e.g., Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Urdu) strongly desired.
- Expert proficiency with SPSS and/or R statistical software; as well as Microsoft Office Suite, especially Microsoft Excel.
- Master’s degree in Public Policy, Social Science, Data Analytics, Data Science, Economics, Urban Planning, or related area plus one year of professional experience related to the core responsibilities described above; or Bachelor’s degree in areas mentioned above plus three years of related professional experience; or seven years of related professional experience.
- Experience with SQL and database development and management desired.
- Proficiency with ArcGIS or other mapping and data visualization software is a plus.

Salary and Benefits

This is a full-time position with a $70,000 annual salary and comprehensive benefits package, including: health and dental insurance; 11 paid holidays, 22 vacation days, 4 personal days, 20 sick days per year; and 403b plan with employer/employee contribution.

To Apply: Please email cover letter, resume, three references, and a work sample to careers@ccnewyork.org and write “Research Associate” in subject line.

Citizens’ Committee for Children of New York is an equal opportunity employer that actively seeks to recruit and retain a diverse staff, and especially encourages applications from people of color, persons with disabilities, and LGBTQ+ candidates.