



Position Announcement

Research Assistant

CGR invites applications for a team member at the Research Assistant level to provide critical data (both qualitative and quantitative) and analytical support to project teams across all of CGR's major practice areas: Government & Education, Economics & Public Finance, Health & Human Services, and Nonprofits & Communities.

CGR's mission is to improve the quality of communities – through impactful research, analysis, consultation and data management for the public, nonprofit and philanthropic organizations that serve them. We are committed to making communities strong, thriving and competitive.

CGR is a nonprofit corporation committed to the public interest. Our research consulting is sought by government agencies, educational institutions, community nonprofits and philanthropic institutions throughout the United States. Our clients rely on CGR experts to serve as thought partners in addressing challenges and critical decisions on projects ranging from economic and fiscal impact to regional well-being and competitiveness.

Superior communication skills – both written and verbal – are essential to succeeding in this position. Strong analytical abilities and technology skills are also required, coupled with an ability to work simultaneously on a range of projects with a diverse team.

Additionally, the ability to visualize data and create compelling graphics would be considered a major asset and distinguishing feature for an applicant.

Key Qualifications: Bachelor's degree; background experience in public administration, public policy, economics or a related field is desirable, but not essential; high level of competence in Microsoft Word and Excel is required; experience with statistical programming languages (e.g. R and / or Python), and with data visualization tools (e.g. Tableau, Illustrator, ggplot, matplotlib, Infogram) and techniques is preferred; strong communication skills high degree of organization are essential.

Position Responsibilities: Research, data collection / organization and analysis; making contacts for data and other information sources; compiling data and information in graphical, tabular and written form; preparing written interpretation of

data analysis; preparing drafts of reports for review by senior staff; and providing general support of CGR projects as directed by senior staff.

Specifics: This is a permanent, benefits-eligible full-time position at our headquarters office in Rochester, New York, with opportunity for growth. Occasional travel may be required.

CGR Statement on Diversity: CGR values diversity from all backgrounds and seeks to create a welcoming workplace that attracts and retains a wide variety of talented people with different perspectives and new ideas. We value diversity among all dimensions of the human experience, including gender, race, color, religion, gender identity, national origin, differing abilities, gender expression, veterans, socio-economic status, and sexual orientation. We believe diversity improves the quality of our work and the communities we are part of, making an important statement about the inherent worth of every individual. CGR endeavors to create a respectful, inclusive and welcoming workplace as the ground on which a truly equitable and diverse organization flourishes. CGR seeks to take sole responsibility by being aware of the consequences of its actions, by having open dialogues, and holding all levels of the organization accountable for diversity work to minimize the burden on individuals (particularly those from marginalized and under-represented populations and cultures) to advance diversity goals. Creating an excellent workplace climate ranks high among our priorities for achieving our organizational diversity goals.

To Apply: Submit a cover letter, resume, and applicant self-identification form via email to kyorks@cgr.org. The self-identification form can be found at <https://www.cgr.org/cmsb/uploads/cgr-self-identification-form-2019.pdf>. Additional information about CGR is available at www.cgr.org.

REVIEW OF APPLICATIONS WILL BEGIN ON APRIL 8, 2019 AND CONTINUE UNTIL THE POSITION IS FILLED.