



**Research Associate
Non-Exempt, Full-Time**

Organizational Background

Vibrant Pittsburgh's mission is to build a thriving and inclusive Pittsburgh region by attracting, retaining, and elevating a diversity of talent. We believe that a diverse workforce is essential to the ongoing economic vitality of the Greater Pittsburgh region. We must attract, retain, elevate and educate people of all backgrounds, including New Americans, immigrants, and refugees and create an environment that is inclusive and welcoming.

Position Summary:

The Research Associate will support a wide variety of Vibrant Pittsburgh data and research initiatives, as well as projects for our member organizations and community-based, government, and foundation partners. The position reports to the Vice President, Programs and Services.

This work will include:

- Regularly connecting with the Vice President, Programs and Services and the National Director of Marketing and Talent Attraction to provide effective research to report on the region
- Fulfilling Vibrant Pittsburgh's research requests from member organizations and other constituents
- Reporting on factors impacting diversity in the Pittsburgh region; monitoring projects and other regional research initiatives related to diversity and inclusion in the region
- Participating in working groups and discussions regarding regional research and outcomes; writing reports containing actionable recommendations
- Communicating data so that it is clear and impactful for experts and the lay person alike. The Research Associate will need to generate research briefs rapidly when called for, craft reports and analyses that require thorough investigation, and have the judgment to identify what research a situation requires.

Specific responsibilities include, but are not limited to:

- Coordination of the Vibrant Index project
- Conducting online research and literature reviews to identify the best data and research for various internal and external data requests
- Gather and format data on a wide variety of issues and from a wide variety of sources, including but not limited to the U.S. Census Bureau, Pennsylvania state agencies, economic development studies, law enforcement agencies, and nonprofit database systems.
- Prepare reports and present findings internally, and for external partners.
- Participate in project and research team meetings.
- Disseminate research findings to the public via Vibrant Pittsburgh website and social media.
- Other duties as assigned, dependent on organizational needs and employee skills.

Skills and Qualifications:

- Ability to work in a small team setting; flexibility to adjust and contribute to a continually evolving work situation and changing priorities
- Ability to work independently and with minimal supervision
- Excellent writing skills and oral presentation skills
- Exceptional organizational and planning skills with strong attention to detail
- Exceptional interpersonal skills
- Website maintenance skills, related to keeping online resources current and relevant to the work of the organization
- Familiarity with common social media platforms (Facebook, Instagram, LinkedIn, Twitter)
- Knowledge of U.S. and Pennsylvania public datasets desired
- Bilingual ability an asset

Required: Must be available to attend evening and weekend events and meetings. A high degree of diplomacy, professionalism, sensitivity, and respect for the confidentiality of certain data and projects required.

Experience: One year of experience in social science research preferred.

Education: Bachelor's degree in a field encompassing research methodology required.

Salary: Compensation commensurate with experience.

To Apply: Please send a cover letter, resume and salary requirements to Lora McKnight, Vice President, Programs and Services, at loram@vibrantpittsburgh.org.

Vibrant Pittsburgh provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or any other status protected by the laws or regulations in the locations where we operate. In addition to federal law requirements, Vibrant Pittsburgh complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.