



Evaluation Data Coordinator

NPC Research, a nationally recognized human services research and evaluation firm, is seeking a full-time Quantitative Data Coordinator.

NPC Research is a small, private company headquartered in Portland, OR. The position is located at the Portland office and includes occasional travel throughout the U.S. NPC specializes in research and evaluation in areas such as juvenile and criminal justice, incarceration alternatives to substance use-related crimes (e.g., drug courts and diversion programs), substance use prevention and treatment, child welfare, early childhood intervention, and programs to promote individual, family, and community development (including mentoring, literacy, and health promotion). NPC Research offers a progressive, family-friendly work environment with competitive benefits and flexible work schedules. Potential applicants are encouraged to visit our website at: www.npcresearch.com.

Main duties: Work closely with project managers across multiple projects to perform all aspects of data collection, cleaning, and management. Employ strong critical thinking and problem-solving skills and utilize a variety of software platforms to review, transform, merge, and prepare datasets for analyses. Includes conducting, interpreting, and summarizing statistical analyses.

Specific tasks will include:

- Working with clients/program sites to identify data contacts, sources, and methods for obtaining data, including working with project director or principal investigator to submit data requests
- Managing multiple, large scale, quantitative data extracts from a variety of file formats (e.g., CSV, Excel, Access, SPSS, etc.) from state and local government databases
- Creating, validating, and transforming data in SPSS, Excel, and Access
- Conducting descriptive and basic inferential quantitative data analyses, including writing and using SPSS syntax
- Developing written presentations of data including charts, graphs, tables, executive summaries, and fact sheets; developing other deliverables and methods of conveying statistical results as appropriate to the client and key stakeholders
- Communicating with clients, key stakeholders, and NPC staff/colleagues

Requirements:

- At minimum, Bachelor's degree in statistics, social sciences, public policy, economics, or related field and at least 1 year relevant experience working with data, including data cleaning and management
- High attention to detail, strong organizational and communication skills (including ability to work in a team-driven setting), and proficiency in Microsoft Office products
- Excellent problem solving skills and the ability to use a variety of computer software programs to find solutions to complex data challenges
- Ability to work with agencies serving individuals and families with multiple needs (criminal justice involvement, substance use, child welfare, etc.) and from diverse backgrounds

Desirable:

- Experience cleaning and managing large administrative datasets or creating relational databases
- Training and proficiency with statistical software (SPSS preferred), including familiarity with univariate and statistical methods
- Knowledge of and/or proficiency with statistical procedures and interpretation of results
- Innovative techniques in data visualization
- Knowledge of programs in the areas of criminal justice, substance abuse, early childhood intervention and child welfare, mental health, drug courts, law
- Experience working with/in content areas focusing on underserved populations

Application Process:

Applications must include cover letter, résumé, and an attachment answering the following questions (please limit attachment to no more than 1 page):

Describe your experience managing datasets and databases. What software programs have you used, and what types of data manipulations, merging, and computations have you done? How do you assure data quality, validity, and reliability?

If you are not a current SPSS user, please describe the analytic software you currently use, along with your suggested approach to prepare yourself to work in SPSS.

Position to remain open until filled. We will begin reviewing applications on March 4, 2019.

Submit applications via email only (please specify **Data Coordinator** as the subject line) to:

Charley Jaspera, Office Manager
jaspera@npcresearch.com

NPC Research has a strong corporate commitment to achieving excellence by providing career development and employment opportunities to a diverse workforce for which it actively encourages applications and appointments. NPC Research is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, cultural identification, cultural group, religion, color, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other classification protected by law.