Position: **Research Associate, Homelessness**

**About the Lab**

The California Policy Lab creates data-driven insights for the public good. Our mission is to partner with California’s state and local governments to generate scientific evidence that solves California’s most urgent problems, including homelessness, unemployment, poverty, crime, and education inequality. We facilitate close partnerships between policymakers and researchers at UCLA and UC Berkeley to help evaluate and improve public programs through empirical research and technical assistance.

**The role**

The California Policy Lab is seeking a Research Associate to contribute to our organization’s research to find solutions to homelessness, including projects focused on racial equity, prevention and the economic drivers of homelessness. The role will advance CPL’s proven track record of bridging the gap between academic researchers, government policymakers, community-based nonprofit organizations, and the clients served by homeless services.

The Research Associate will help manage multiple ongoing research collaborations between the California Policy Lab, policymakers, and community organizations in the city and county of Los Angeles. In this capacity, they will provide a variety of research management with a focus on supporting CPL’s work with community-based organizations and people with lived experience of homelessness. The portfolio will include conducting background research and literature reviews; designing and implementing surveys, interviews, and/or focus groups; qualitative data analysis; developing and managing community advisory board(s) to inform research design and implementation; preparing funding and research review board applications; and contributing to policy-relevant research briefs and presentations. Additionally, they will contribute to the day-to-day project management of several research projects by facilitating reoccurring project team meetings; tracking internal and external deadlines; and providing timely updates on research activities to the internal project lead.

The successful candidate will have experience working with diverse populations, project management experience, and be knowledgeable about qualitative and quantitative research methods. They will be passionate about leveraging research partnerships to find innovative solutions to social problems facing California policymakers and citizens. This position requires
an individual who is able to work as a part of small research teams running multiple projects concurrently. We seek highly organized individuals with superior written and verbal communications skills and excellent time management ability.

The Research Associate will report to CPL’s Research Manager and Executive Director and will work collaboratively with other CPL researchers, staff, and partner agencies. This position is based in Los Angeles, California; remote start options and flexible relocation timelines are available during the ongoing pandemic.

**Education and experience required**

Applicants must have a bachelor’s degree in economics, public policy, business administration or other closely related field; advanced degree preferred. Applicants must also have at least one year of professional experience; two or more years of professional post-baccalaureate experience preferred.

**Responsibilities**

- Coordinates research activities across several project teams, tracks deadlines and deliverables, and ensures successful completion.
- Supports implementation of qualitative research including surveys, interviews, and focus groups.
- Supports the development and management of Community Advisory Board(s) to help inform CPL’s research design and implementation.
- Writes and edits reports and other publications for policymakers, academic researchers, lay audiences, and others.
- Prepares grant proposals in concert with CPL leadership and faculty affiliates.
- Works with CPL’s Research Manager to conduct background research and writes literature reviews
- Provides regular progress reports to CPL Directors and research team members.

**Competencies**

**Required:**
- Substantive knowledge of qualitative research methods.
- Demonstrable project management experience.
- Attention to detail and ability to organize and document workflow.
- Strong initiative and a resourceful approach to problem-solving.
- Superior verbal and written communication skills.
- Ability to work independently and as part of a team.
- Ability to multi-task with demanding timeframes.
- Ability to work discreetly with sensitive and confidential data.
- Ability to work collaboratively with diverse populations.
Preferred:

- Experience working in an academic or think-tank environment.
- Substantive knowledge or experience in at least one of our five core research areas – homelessness, criminal justice, poverty, education, or labor.

To apply

All applicants must apply online at UCLA Career Opportunities using requisition number 32584. Candidates who pass an initial resume review will be contacted for additional pre-interview screening.

Affirmative Action/Equal Employment Opportunity Statement

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.