

JOB ANNOUNCEMENT

Position Title: *Research Fellow*
Reports To: *Research Director*
Salary Range: *\$72,000-\$78,000*
Position Status: *Full-time, Exempt, Eligible for Benefits*

Application Instructions:

Please send your resume and a cover letter that explains how your skills are related to the position to recruiting@earlymilestones.org referencing "**Research Fellow**" in the subject line. For best consideration, please apply by April 18, 2022.

About Early Milestones Colorado:

Early Milestones is a statewide nonprofit organization with a simple yet ambitious goal - to make Colorado the best place to raise a child. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create equitable, lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Early Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. Early Milestones works to ensure that all children and families, especially those who have been historically marginalized, have access to the opportunities and resources needed to be valued, healthy, and thriving. We strive to embed an equity lens into our daily work and continually update our practices to reflect new learning.

Position Summary

The Research Fellow is a one-year fellowship for an individual who is interested in applying research skills to policy and practice in early childhood. This position works under the direction of the Director of Research to conduct responsive, applied research and data translation. In partnership with the Research Director and Project Managers, the Research Fellow designs research projects, analyzes administrative datasets, conducts program/policy scans, and collects and analyzes quantitative data from the field. The position translates results of analyses into digestible formats that can be incorporated into reports, briefs, infographics, and presentations.

Research priorities for the 2022-2023 year include race and class equity as Colorado prepares to launch universal preschool, and health inequities affecting children prenatal to three in Colorado. The Research Fellow will primarily do quantitative analyses on secondary data sets and administrative data.

Essential Duties & Responsibilities

Administrative Data Analysis

- Coordinate with agency and community partners to securely transfer administrative early childhood data
 - Adhere to data sharing and use agreements with partners
- Conduct exploratory analyses of administrative datasets to help answer pressing early childhood practice and policy questions
 - Clean and restructure data
 - Run descriptive and inferential analyses (competency with regression and ANOVA required)
- Merge datasets where feasible to answer research and policy questions
- Create tables, graphs, and dashboards to communicate results of data analyses
- Manage predictive models to answer questions about the impact of policy decisions on early childhood systems

Quantitative Data Collection and Analysis

- Develop quantitative data collection protocols and methodologies; plan data collection and management approaches
- Create and administer surveys in Qualtrics
- Conduct descriptive and basic inferential statistics (regression, t-tests) to answer research questions

Coordination and Communication

- Collaborate with Research Director, other Early Milestones staff, and interns to advance research priorities and respond efficiently to ad hoc requests
- Communicate with project and community partners to conduct research and analyses that will answer key early childhood practice and policy questions

Program, Practice, and Policy Scans

- Review the research literature to understand and translate the evidence base around potential or proposed programs, practices, and policies
- Identify and obtain reports, policies, regulations, and program documents needed to answer key early childhood policy and practice questions
- Synthesize and manage data from scans so that it is easily accessible and searchable to answer research questions

Content Development and Dissemination

- Help conceptualize dissemination products, considering end users and intended purpose
- Contribute to the creation of reports, briefs, infographics, and presentations
- Write sole-author or lead author reports or articles, dependent on your interests
- Present key findings to stakeholders in Colorado, such state government staff, communities, and working groups

Education, Knowledge, and Abilities Requirements**Required:**

- Master's degree in social sciences, child development or similar field
- 3-5 years' work experience in research, preferably in a non-profit, public, or university setting. Research experiences in a PhD program are included.
- Formal training in research methods and statistics, including ANOVA and regression
- Proficient knowledge of Excel and Stata
- Demonstrated knowledge of racial inequality research
- Ability to read, write, speak, and understand the English language fluently, and communicate verbally and in writing at a professional level.
- Excellent verbal and written communication skills with the ability to translate concepts for lay audiences.
- Ability to work independently under some direction

Preferred:

- PhD in a social science or similar field
- Content knowledge in early childhood and/or in social determinants of health
- Competency with writing brief reports and translating complex technical information into digestible narrative and visual formats
- Familiarity with the Colorado social context through research and/or lived experience

Location Requirements:

Early Milestones staff are primarily working remotely during this time, although this position may require some in-person interactions with some staff. We do have an office location downtown Denver if preferred. In-person internal and external meetings may be necessary to fulfill the duties of the position. Staff members are provided with appropriate equipment and access to technology to effectively work from home. While working virtually, staff must ensure remote environment has consistent access to high-speed internet, generally free from distractions.

Benefits:

Early Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, and life insurance; paid time off (vacation and personal days); parental leave; an employer-matched 401(k) plan; ongoing professional development; and the opportunity to work with and learn from a terrific team!

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works in a standard on-site business environment, and routinely uses standard office equipment such as laptop computers, copy machines, scanners, and telephones. The position consists of frequent extended hours in front of a computer screen with occasional standing, walking, lifting, moving, and traveling to meetings. There may be regular group and public speaking involved in the duties of this position.

To Apply:

Please send your resume and a cover letter to recruiting@earlymilestones.org referencing “**Project Manager**” in the subject line.

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

Early Milestones is dedicated to the principles of equal employment opportunity and seeks diverse perspectives, experiences, and skills to enhance our culture and fulfill our core values. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, first-generation immigrants, those who were first in their families to attend college, and individuals with disabilities to apply. We are committed to inclusive, barrier-free recruitment and selection processes and will be happy to work with applicants requesting accommodation at any stage of the hiring process.