Research Associate position available

Via Evaluation, located in downtown Buffalo, New York, is a firm dedicated to helping school districts, colleges and universities, and community based organizations develop, improve and sustain their services. Via Evaluation provides evaluation, grant writing, and development services. This position will be within the Evaluation Department. We anticipate the selected candidate will begin work in mid-August.

Research Associates are an integral part of the Via Evaluation team. A Research Associate works in development of data management systems and conducts various types of analyses, providing evaluators support in the planning, implementation, and evaluation of programs or other projects. This position will require extensive tracking of activities, excellent organizational skills, attention to detail, and observations of educational programming in a variety of settings.

If your core values include a commitment to growth and development, work/life balance, a desire to expand understanding and use of our work, collaborative team approach, and being forthright, Via Evaluation may be the right fit for you.

Position requirements:
- bachelors’ degree,
- holds a valid driver’s license and owns a car,
- willing to work overtime as needed,
- able to travel for clients, conferences, and professional development.

We are looking for individuals who:
- enjoy working collaboratively with Via Evaluation staff and clients,
- excel at setting up systems to organize and track information,
- can work with a variety of data sets in Excel,
- can edit and complete accurate reports using Microsoft Word and PowerPoint,
- plan and organize work to meet short- and long-term deadlines,
- are eager to develop themselves professionally and seek feedback,
- share our above stated core values

It is a plus to have any of the following:
- masters’ degree,
- experience in using SPSS or similar statistics program,
- knowledge of teen pregnancy prevention or related programming,
- experience conducting and reporting site observations,
- knowledge of K-12 schools, universities, and community based programs.

We are an equal opportunity employer. We offer a great place to work and a competitive benefits package, with an applied coaching model, professional development opportunities, a socially responsible IRA, health insurance and generous paid time off.

If this sounds like a professional and cultural fit for you, please send: a cover letter, your current resume, names of professional references, writing sample, and salary history (in PDF or Microsoft Word format) to: Ms. Komani Lundquist: komani@viaeval.com or by fax @ (716) 362-0712