



BRA/EDIC EMPLOYMENT OPPORTUNITY
SR. RESEARCHER - DEMOGRAPHER

JOB POSTING: #56-14

EMPLOYMENT STATUS: EDIC EMPLOYEE

DIVISION/DEPT: RESEARCH

POSTING DATE: 12/2/14

This job will remain posted for 10 working days till 12/15/14 before a hiring recommendation can be made

SUMMARY: Under the direction of the Research Director, create, manage, execute and analyze demographic research projects. Provide technical direction and expertise related to current demographic conditions and develop demographic projections for the City of Boston. Oversee and participate in major research projects on Boston’s population; prepare research reports, maintain databases and perform statistical analysis. Initiate, and manage the development of demographic models.

The Demographer will help plan, design and develop strategy and methodology of demographic research; may originate study concept or develop topic in response to request from Director. Draft, revise and prepare reports which monitor, assess, discuss and forecast Boston’s population. Discuss report findings and conclusions with Director of Research or other staff as appropriate.

RESPONSIBILITIES/TECHNICAL SKILLS

- Candidate must be familiar with the mechanics of developing and using cohort component models.
- Understanding of statistical analysis and methods, GIS experience is required.
- Candidates must be familiar with Boston’s neighborhoods.
- Create research reports to be included in City documents or published within BRA/EDIC.
- Collect, explore, and summarize demographic methodologies for projects in Research Division.
- Screen and review diverse periodicals, journals, newspapers and other sources of current information to update and maintain knowledge of Boston’s population and demographic trends.
- Provide technical assistance in response to data requests.
- Have a clear understanding of core demographic databases (US Census Bureau) and data limitations at the neighborhood level.
- Participate in the development and review of methods and procedures of technical recording, processing and analysis of data pertaining to demographic or statistical analysis within department or other City departments.
- Strong proficiency in computer software for spreadsheets and databases. Includes Microsoft Word, PowerPoint, Excel, as well as Google Collaborative Suites (docs, sheets, forms, and slides).
- Perform other related duties as required.

COMMUNICATION

- Prepare memoranda on a variety of demographic topics for Research Division and City officials.
- Participate in joint research efforts with other City departments.
- Manage, organize, and interpret data for a non-technical audience.
- Present demographic findings and recommendations to general public, community, organizations, businesses, students, universities, and City officials as requested by the Director of Research.
- Must have strong communication skills: written and presentations.

QUALIFICATIONS: Work requires completion of a Master’s Degree in applied demography, mathematics, or statistics. Must have at least five years of demography experience. Strong analytic, organizational, interpersonal, and communication skills needed. Prior publications are also desirable.

GRADE: 23

HIRING RANGE \$75, 219.26 - \$94, 148.53

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114
E-Mail: Hr.BRA@Boston.gov
An Equal Opportunity Employer
BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.