



**BRA/EDIC
EMPLOYMENT OPPORTUNITY**

TITLE: SENIOR RESEARCH ASSOCIATE

JOB POSTING: #7-14

EMPLOYMENT STATUS: EDIC EMPLOYEE

POSTING DATE: 3/19/14

**DIVISION/DEPT: JCS/ADMINISTRATION &
MANAGEMENT**

**This job posting will remain posted for 10 working days (4/1/14) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the JCS Director, the Senior Research Associate will be responsible for research, publication, and support of government and private foundation grants and data analysis. Will review, research, analyze and draft summaries of legislation, federal, state and city government regulations and ordinances, and compliance related policies. More specifically, will actively collaborate with the Boston Redevelopment Authority (BRA)'s research division regarding research, data, publications, mapping, etc. The position also requires regular review of publications from the various workforce development "think tanks" such as CLASP and Jobs for the Future to share with the Director and other stakeholders. Identify "best practices" from other cities in and beyond the US as part of research responsibilities; help build institutional knowledge of various industries, sectors, and employers to help the City better understand industry sectors, employers, skills gaps, labor trends and other areas associated with the workforce industry.

- Research and review government grants, regulations and other related legislative policies relating to workforce development
- Conduct research, analyze data, and compile reports such as needs assessments, plans and reports
- Work with various departments, community organizations and city agencies to implement programs and craft policies
- Prepare powerpoint presentations and reports for the Director
- Provide assistance in program planning and management as needed
- Connect with industry associations, research entities, employers, and city agencies for policy planning and implementation

QUALIFICATIONS: Work requires completion of a Bachelors degree in a related field. An advanced degree or equivalent in Public Policy, Economics, or law is strongly preferred. Must have a strong background in policy analysis, research, data analysis and writing. Skills required also include excellent communication and presentation skills, ability to analyze data, and ability to compile reports, visuals and powerpoint presentations.

GRADE: 20

HIRING RANGE: \$58,527.08 - \$70,380.10

Submit resume/Cover letter to:

BOSTON REDEVELOPMENT AUTHORITY(BRA), HR

43 Hawkins Street, Boston MA 02114.

E- Mail: Hr.bra@boston.gov

An Equal Opportunity Employer

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE