National Association of Counties
Job Description
Senior Research Associate

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Senior Research Associate. This position requires fulfilling research, data analysis and policy writing duties on county issues, as well as other assigned topics.

**Primary Duties and Responsibilities:**

Under the supervision of the Director of Research and Outreach, the senior research associate will:

- Manage implementation and delivery of research projects on several policy areas of interest to NACo, especially public lands, infrastructure, environment, water and energy;
- Analyze assigned economic, demographic and other trends affecting counties for reports and other research requests or products;
- Prepare data to be added to NACo’s County Explorer database;
- Prepare estimates and other types of data for individualized county and/or state profiles;
- Assist the Director of Research, other research team members and assigned NACo staff on reports and other research products;
- Assist contracted authors on assigned NACo reports;
- Author articles for NACo’s newspaper County News;
- Respond to requests for information, data and technical assistance from NACo members, academia, NACo staff and other interested parties;
- Create Keynote presentations for research projects;
- Supervise research interns on projects as assigned;
- Perform other duties as assigned.
**Qualifications:**

The senior research associate must possess a Bachelor’s degree in public policy, public administration, planning, political science, economics, political science, geography or a related field and three years of full-time work experience in research or policy analysis. A Master’s degree is preferred, but it does not replace the work experience requirement.

Essential requirements include:

- full-time work experience in research or policy analysis;
- strong expertise with STATA and familiarity with ARCGIS;
- strong writing, research and analytical skills;
- familiarity with federal and other data sources in one or more of the following fields: public lands, infrastructure, environment, water and energy;
- project management skills, ability to deliver on time working with multiple projects;
- detail-oriented, strong organizational skills and ability to work in a fast-paced environment;
- a demonstrated capacity to communicate effectively and to work cooperatively with elected officials, local government staff, coworkers and the public;
- a strong work ethic, a commitment to constituent service, sensitivity and tact in dealing with others; and
- Highly self-motivated and able to work independently.

**Application Procedures:**

Persons interested in this position should submit a resume, short writing sample and cover letter with salary requirements to: resumes@naco.org

In the cover letter, please **highlight your quantitative skills** and discuss your experience working on research projects.