



JOB POSTING

DATE: June 21, 2016
POSITION: Research Analyst/Community Outreach Coordinator
JOB GRADE: 16
HOURS: Full-Time (Occasional evenings and weekends)
STATUS: Essential

POSITION SUMMARY

The Research Analyst/Community Outreach Coordinator plans and executes internal and external research and communication projects for United Way of Connecticut (UWC) and Connecticut's local United Ways, providing expertise in research, data collection, and analysis to UWC management, to community leaders, and to decision-makers and policy-makers. The incumbent also writes and publishes newsletters, e-bulletins, and press releases and helps provide support for local United Ways.

Qualifications & Skills Required

- Master's degree in research, or related field (preferred) or Bachelor's degree in research, or other related field (required).
- Three years' work experience in planning and managing research and evaluation projects required.
- Experience in primary data collection methods (planning and implementing) including surveying, interviewing, and conducting focus groups required.
- Experience analyzing qualitative and quantitative data required.
- Strong competence in project management acumen.
- Solid mathematical, computational and statistical skills.
- Ability to maintain a high level of confidentiality in day to-day duties.
- Strong written and verbal communication skills, with experience in creating newsletters, press releases and other communication vehicles.
- Strong listening, organization and priority setting skills.
- Ability to manage multiple projects, sometimes under tight deadlines.
- Ability to work and produce in a team environment.
- Ability to relate well with people from diverse groups.
- Ability to travel to State offices and local United Ways.

TO APPLY:

Submit resume and cover letter explaining how you qualify via email to recruitment@ctunitedway.org.

Please include your salary history

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER: July 20, 2016

As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067.

Any questions may be referred to Recruitment@ctunitedway.org.

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.

Male/Female/Disability/Veteran

www.ctunitedway.org.

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.