RESEARCH ASSISTANT

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is a state filled with vibrant communities where everyone can achieve their potential.

Our mission is to ensure that every person – no matter their race, past mistakes, or the circumstances of their birth – has access to a quality education, fulfilling work, and a healthy family life. To achieve our mission, we research ways to help remove barriers to opportunity in each of these pathways, promote our solutions to policymakers and the public, and help effective and innovative social enterprises deliver results in their communities. Our ultimate goal is to see every Georgian who is willing to seize the opportunities presented to them living a life that can be characterized as truly flourishing.

GCO is poised for growth. With offices in Peachtree Corners of metro Atlanta and Columbus, Georgia, GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Research Assistant who is a self-starter, an independent worker, and a team player in a fast-growing organization.

The Research Assistant is responsible for data collection and analysis. This position is part of GCO's Policy and Research team and will report directly to the Director of Research. The Research Assistant will maintain a comprehensive knowledge of the work the organization performs and will be able to communicate that work in a compelling fashion.

RESPONSIBILITIES

- Capturing data, updates, and revisions from federal, state, and local government agencies on crime, criminal justice resources, and programming
- Keeping a database and workbook current and accurate with those changes
- Researching and analyzing technical literature on public safety, gangs, policing, sentencing, re-entry, and other criminal justice questions
- Assisting in writing and review of technical reports as needed

QUALIFICATIONS

- Bachelor's degree in relevant area of study, Master's degree preferred
- Alignment with GCO's core values and mission; ability to articulate the critical role GCO plays in Georgia and beyond
- Outstanding communication skills, both written and verbal; excellent presentation skills and high attention to detail is essential
- Strong organizational skills, high initiative, good interpersonal skills, professionalism, mature judgment, and the ability to produce work on tight deadlines
- Integrity in managing sensitive and confidential information
- Proficiency in SPSS, Stata, or other statistical software programs
- Familiarity with technical literature on public safety, gangs, policing, sentencing, re-entry, and other criminal justice questions
- Ability to access and interpret quantitative and qualitative information over the internet

- Communication skills in reaching out to federal and state officials to access information not on the internet, including making FOIA requests when necessary or collaborating with sister organizations to help obtain data
- Detail oriented and ability to check work for accuracy, including with data, rules, formula, and results
- Strong knowledge of Microsoft Office Suite, knowledge of and willingness to work with Microsoft Excel VBA, and internet-based research

COMPENSATION

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and accrued vacation and sick leave. This position also offers the right candidate significant opportunities for professional development and growth.

APPLICATION PROCESS

Interested candidates are asked to provide the following to careers@foropportunity.org:
1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and salary requirements
3. Two professional references
4. Recent writing sample (e.g., appeal letter, published article, blog post)