



Employer Name: Acumen, LLC

Position Title: Data and Policy Analyst-Writer/Coordinator

Location - City, State: Burlingame, CA, Washington, D.C.

Industry: Government – Local, State & Federal Industry

Job Description: Acumen, LLC / The SPHERE Institute conduct public policy research and statistical analysis on health programs at the national, state, and local levels. We leverage our unparalleled data access to improve information available to policymakers, while our meritocratic environment offers rapid advancement and leadership opportunities. Our policy firms offer an exciting opportunity to work in health care topics.

At Acumen, LLC / The SPHERE Institute, Data and Policy Analysts provide analytical support for research and consulting projects for government and private clients, primarily in the area of health policy. This position is responsible for managing and analyzing data, researching and interpreting policy, and communicating findings to multiple audiences.

Data and Policy Analysts perform a wide array of functions as part of the research process. Those applicants interested in focusing on writing/coordinating will help create and report descriptive statistics, conduct literature searches, independent research and summarize findings, coordinate project activities and communications among diverse groups of internal and external clients and team members, interpret study specifications, research findings and quantitative analyses for relevant audiences, prepare project reports, memos, presentations and proposals, deliver technical assistance and presenting findings to clients, and perform other duties as assigned.

As we review your materials, we are looking for candidates who best exemplify the following qualifications:

- Bachelor's degree in a quantitative, public policy, or related field or equivalent relevant experience
- Good quantitative analytical skills
- Good oral and written communication skills
- Good organizational skills and strong attention to detail
- Familiar with one or more of the following technical competencies: statistics, programming, policy writing, research methods documentation, or project management
- Able to demonstrate initiative, critical thinking, and problem-solving
- Able to work in a team-oriented environment
- Able to prioritize tasks and meet deadlines in a fast-paced environment
- Demonstrated aptitude and enthusiasm for learning

Qualifications Desired:

- Demonstrated interest in health and social policy

Duration: Permanent

Job Functions: Data & Analytics, Writing/Editing



Employer Description: Acumen, LLC provides government agencies with high-quality, impartial research and analytical tools to inform decision-making. The activities that we perform reflect the general principle that providers, policy makers, and public citizens should have the best available evidence upon which to base their choices.

Employer Locations: Burlingame, CA, Washington, D.C.

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements

US work authorization is required, but the employer is willing to sponsor candidates