



Employer Name: Mathematica Policy Research

Position Title: Program Associate

Location: Washington, DC

Industry: Public Policy

Job Description

We are seeking Program Associates to provide analysis and operational support to our research projects. Project topics cover many stages of the policy cycle (e.g. problem identification, policy implementation, and policy evaluation). Examples of previous and ongoing work include the following: evaluations of large behavioral health programs, implementation of pilot programs to improve work outcomes for people with disabilities, research on different models of primary care, and development of clinical measures designed to improve services and outcomes across the health care system.

On projects like these and others, program associates work closely with project teams to understand and meet client needs by delivering high-quality products that are delivered on time and within budget. Program associates are trained to serve as project managers and in other project operation roles, such as designing and monitoring workflows, managing internal and external stakeholders, and identifying and implementing process efficiencies.

Because Mathematica's work is project-based and always changing, no single description is adequate to the highly varied and complex nature of being a program associate. This is an entry-level position on a career track. As program associates develop in their careers, they are expected to develop expertise that will enable them to serve as leaders on their specific projects as well as across the company.

This is not a research, programming, or systems engineering position.

Various federal agencies with whom we contract require that staff successfully undergo a background investigation or security clearance as a condition of working on the project. If you are assigned to such a project, you will be required to obtain the requisite security clearance.

Mathematica is An Equal Opportunity/ Affirmative Action Employer. We In keeping with our commitment, we strongly encourage women, minorities, veterans, and people with disabilities to apply.

Responsibilities

The position responsibilities may include, but are not limited to, the following tasks:

- o Work closely with project directors, task leaders, and other senior staff to manage projects by tracking project operations, finances, and logistics
- o Manage subcontractor expenses and purchasing. Prepare project reviews for management and progress reports for clients
- o Serve as a liaison among technical project staff, researchers, subject matter experts, internal business departments, external consultants and subcontractors, and clients
- o Coordinate deliverables by tracking project progress toward critical deadlines and helping project staff maintain the highest standards of quality
- o Develop and maintain SharePoint websites, Microsoft Project databases, Excel spreadsheets, and other collaboration tools
- o Evaluate operational components of projects and programs and outline problems, options, and solutions for action by senior staff and client agencies

- o Ensure project adherence to data privacy, security, and other contractual stipulations
- o Coordinate and conduct qualitative research tasks, including supporting literature reviews, conducting qualitative interviews, monitoring survey operations, and organizing and taking notes for large panel meetings

Qualifications

- O Strong educational background and a BA/BS in Business, Public Administration/Policy, Government, Political Science, Operations Research, Economics or other relevant discipline
- o Interest in social policy, government policy, and program evaluation
- o Experience with (or interest in and aptitude for learning) Microsoft Office, SharePoint, Microsoft Project, and Microsoft Access
- o Outstanding organizational, communication, and interpersonal skills
- o Ability to write in a clear, concise, and professional manner
- o Experience related to business analysis, government program operations, policy research, or consulting is desirable

List of Benefits

Mathematica offers competitive salaries commensurate with qualifications, a stimulating team-oriented work environment, a comprehensive benefits package that includes 3+ weeks of paid time off, on-site fitness centers, and the advantages of employee ownership.

Duration: Permanent

Job Functions: Other

Employer Description

Mathematica Policy Research, a nonpartisan research firm, provides a full range of research and data collection services, including program evaluation and policy research, survey design and data collection, research assessment and interpretation, and program performance/data management, to improve public well-being. Its clients include federal and state governments, foundations, and private-sector and international organizations. The employee-owned company, with offices in Princeton, NJ, Ann Arbor, MI, Cambridge, MA, Chicago, IL, Oakland, CA, Seattle, WA and Washington, D.C., has conducted some of the most important studies of health care, education, international, disability, family support, employment, nutrition, and early childhood policies and programs.

Employer Locations: Princeton, NJ, Ann Arbor, MI, Cambridge, MA, Chicago, IL, Oakland, CA, Seattle, WA and Washington, D.C.

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required