



## Research Assistant – Organizational Research Services (ORS), Seattle

### Overview of Organizational Research Services (ORS)

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Founded in 1989 by Jane Reisman, PhD, ORS is a nationally recognized leader in outcome-based planning and evaluation. We provide consultation for clients in the philanthropic, non-profit and public sectors and use innovative and practical approaches to promote strategic learning, accountability and decision-making. Co-led by Vice President Sarah Stachowiak since 2010, ORS offers a highly qualified team of consultants to support our clients in three key areas:

- **Outcome-Based Planning:** ORS supports groups and organizations in outcome-focused planning by facilitating theory of change and logic model development and consulting on evaluation approaches and measurement systems.
- **Evaluation and Strategic Learning:** ORS serves as the external evaluator for strategies, initiatives, programs and projects, identifying key questions for inquiry, collecting and analyzing qualitative and quantitative data, and presenting findings in ways designed to promote learning and accountability.
- **Building Evaluation Capacity:** ORS builds the capacity of organizations to conduct internal evaluations and be informed consumers of evaluation through one-on-one coaching, customized training sessions and the development of manuals, guides and tools.

**More information about ORS is available on our web site:**

[www.organizationalresearch.com](http://www.organizationalresearch.com)

### Research Assistant Key Responsibilities

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ORS seeks a staff person for our evaluation and strategic learning projects. He or she will support key ORS staff members in the following areas:

- Preparation of meeting materials
- Communication with clients
- Documentation (e.g., internal and external meetings, calls, interviews and focus groups)
- Synthesis of notes into a requested format
- Background research
- Data collection (e.g. surveys, interviews)
- Data entry (qualitative and quantitative)
- Coding of qualitative data
- Data summaries
- Report development
- Provide technical assistance to clients related to project work as assigned
- Facilitation of meeting processes as assigned

## **Research Assistant Essential Qualifications:**

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- At least two years' work experience in professional setting
- B.A. or B.S. in social science, public affairs, public health or related degree
- Familiarity with Microsoft Office
- Strong communication skills (written and verbal)
- Ability to think critically and analytically
- Detailed oriented
- Strong problem solving skills
- Independent work style (self-starter)
- Intellectually curious and willingness to learn
- Prior experience conducting research preferred

Position is 20-30 hours per week and based in Seattle. Candidates must be legally authorized to work in the United States. Salary will be \$15/hr. Qualified applicants should submit a cover letter and resume to: [hbrown@organizationalresearch.com](mailto:hbrown@organizationalresearch.com)

This position will remain open until filled.