

JOB DESCRIPTION – RESEARCH ANALYST

Texas Energy Poverty Research Institute

MISSION

The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities across Texas. We work with teams of experts to conduct research, build evidence, create tools, and partner with local jurisdictions to pilot and test new practices that can scale through effective networks. Our efforts aim to improve the systems that are needed to enable sustainable energy solutions to reach underserved communities so that their benefits may flow to those most in need.

EXPECTATIONS OF RESEARCH ANALYST

TEPRI seeks a Research Analyst with keen intellectual curiosity and a deep interest in the intersection of energy and poverty. As a central part of the organization, the Research Analyst's responsibilities span literature research, statistical analysis, ethnographic studies, and technical writing. The ideal candidate has a breadth of research skills with particular expertise in quantitative reasoning. This role is a full-time position, but we will consider candidates who prefer a part-time arrangement.

QUALIFICATIONS

The successful candidate has demonstrable experience that spans literature review, statistical methods, and ethnographic research. This person must be able to describe their knowledge and interest in the subject matter — energy poverty and sustainable energy solutions for low-income communities in Texas (candidates should emphasize this interest in their cover letter).

Required Skillset:

- Expertise in statistical methods and ability to perform statistical analysis using standard statistical tools and techniques (see tools below)
- Demonstrable experience in data mining, profiling, and cleaning
- Experience with a variety of data visualization techniques to convey complex information in a clear and concise manner
- Experience with publicly available datasets, particularly U.S. Census and Energy Information Administration data
- Basic understanding of predictive modeling and machine learning
- Experience designing and implementing web-based user surveys and, ideally, ethnographic field research
- Well-honed skills and reproducible techniques in literature research, including evaluation of methodological integrity, tagging content with keywords, organizing references in a database format, and writing succinct summaries
- Strong technical writing skills

Proficiency with the Following Tools and Skills:

- Advanced Excel scripting
- Proficiency with R Programming and/or Tableau
- Microsoft PowerPoint and Word
- ArcGIS is not required but desirable

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General Qualifications:

- Able to communicate clearly and succinctly in writing, graphically and verbally
- Proven ability to collaborate and eager to receive direction and feedback as well as confident to defend opinions
- Demonstrated organization and time management (experience working in a project-based environment preferred)
- Ability to stay curious and skeptical while finding patterns and synthesizing insights
- Strong sense of commitment to data integrity
- Interest in energy and poverty and the intersection of both. Able to rapidly gain literacy in the terms and issues related to both of these topics
- Flexibility and willingness to manage many different types of tasks
- High work quality and attention to detail
- Experience presenting research findings to external stakeholders
- Ability to lift up to 25 lbs

Experience:

- Minimum of three (3) years of professional or academic experience in research, analysis, and writing reports (formal graduate-level training in research methodologies preferred)
- Strong interest and/or experience in energy efficiency or renewable energy, low-income communities, and research

ENVIRONMENT

TEPRI is a young non-profit and growing rapidly. We have a small team of innovative and creative thinkers. Our team works out of a shared-office space located on South Congress in downtown Austin, Texas. Parking is included and available 24/7. We offer the ability to work remotely on occasion.

COMPENSATION

We will provide competitive salary, including paid time off.

Resumes will be reviewed on receipt. Target start date is June 15, 2019. Please submit a resume and cover letter to samantha@txenergy-poverty.org.

We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status. In order to comply with local, state and federal Affirmative Action and Equal Employment regulations we need to identify certain applicant data which will only be used for reporting to government agencies. You are not required by law to provide this data. The data you provide on any material will be kept confidential, used solely for statistical purposes and maintained separately from your employment application. This data will not be used to make a decision about your employment.