

JG Research & Evaluation is seeking a three-quarter time (30 hours/week) Data Quality Analyst with strong data cleaning and analysis skills in R to contribute to several applied assessment and evaluation projects focused on improving public health and food systems.

The Data Quality Analyst will work with the data team and research managers on several ongoing projects to ensure consistency and accuracy in all parts of the data request, structure and management pipeline. Day-to-day tasks will include:

- Engaging clients in ongoing processes of determining data reporting structures and processes that align with the existing data management systems of organizations and meet standardized reporting requirements (30%)
- Reviewing data submissions to ensure accuracy, consistency and structure that meets analysis and reporting requirements (30%)
- Summarizing and interpreting data analysis results, and contributing to report writing (20%)
- Providing technical support for data submission errors to online databases (20%)

JG Research and Evaluation is a small, privately owned company based in Bozeman, MT. We focus on work in public health and epidemiology, agricultural and environmental resource management, and rural livelihoods, using a variety of approaches and methods to present information in ways that are useful to clients. This is a flexible position with a preference for someone based in Montana or willing to relocate to Montana. We offer flexible work hours and value a balance between work and play for ourselves and our employees.

Required qualifications:

- Bachelor's degree in social sciences, public health, statistics or related field
- Strong data management and analysis skills in R

Preferred qualifications:

- 1-3 years of experience working with diverse and complex data sources
- Experience with transparent and reproducible workflows (using annotated code, services like GitHub/GitLab, etc.)
- Based in Montana or willing to relocate to Montana

In addition to the above qualifications, because we are a small and growing company, we are looking for employees who are flexible, curious to learn new things, and willing to take on both daily logistical tasks and big ideas. We are committed to supporting our employees in their own professional development, and to mentoring staff as they progress in their careers.

Salary and benefits:

- Position is a .75 FTE with full-time equivalent salary of \$45,000-50,000, depending on experience
- Paid sick and vacation days
- Contributions to employee retirement account
- Health insurance contribution

To apply, please send the following to kristal@jgresearch.org:

- A current resume
- A cover letter explaining your background and interest in the position
- Names and contact information for three professional references

Applications will be reviewed on a rolling basis starting May 1, 2022. Preferred start date is June 2022.

Questions can be directed to Kristal Jones (kristal@jgresearch.org) or Brandn Green (brandn@jgresearch.org).