

JG Research & Evaluation is seeking a Data Analyst with strong data management and analysis skills to contribute to applied assessment and evaluation projects focused on improving health and wellbeing of individuals and communities.

The Data Analyst will work with colleagues on well-established quantitative and development teams as well as with research managers on several ongoing projects requiring data management, transformation, and analysis, primarily focused on improving behavioral health care systems and outcomes. Day-to-day tasks will include:

- Managing and analyzing secondary and primary data sets (30%)
- Updating and adapting standardized reporting templates (30%)
- Collaborating with other quantitative team members on new projects and providing technical support to all JG staff (20%)
- Meeting one-off data analysis needs of long-term clients and projects (20%)

JG Research and Evaluation is a small, privately owned company with offices in Bozeman, MT and Missoula, MT, and staff in Montana, New England, and the mid-Atlantic. We focus on work in public health and epidemiology, agricultural and natural resource management, and rural livelihoods, using a variety of approaches and methods to present information in ways that are useful to clients. This position could be fully remote or hybrid. We offer flexible work hours and value a balance between work and play for ourselves and our employees.

Required qualifications:

- Proficiency with using R programming language (as demonstrated through a skills test described in application process below) for data cleaning, transformation, and analysis
- At least four years of education and/or experience in a field related to quantitative data management and analysis
- Ability to balance multiple deadlines and prioritize tasks individually and with colleagues
- Attention to detail and consistency

Preferred qualifications:

- Education and/or experience working in one or more JG focus areas (health, human services, food systems, natural resources) or a related applied social science field
- Ability to independently identify and address data quality issues in the context of project requirements
- Familiarity with SQL language and relational databases
- Experience working on remote or hybrid teams

In addition to the above qualifications, because we are a relatively small 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.

We value the strength that comes from diverse identities and perspectives, and we welcome applications from individuals of all backgrounds. Please consider applying if you think you have the combination of skills, experience, and education to take on the role that is posted, even if you don't meet every preferred qualification.

Salary and benefits:

- Position is a 1.0 FTE with a salary of \$60,000-\$70,000 depending on experience
- Unlimited paid time off
- Paid family and medical leave (up to 12 weeks per year)
- Generous contributions to employee retirement account (no required employee match)
- Tax-free health care reimbursement (\$475 per month)

At JG Research & Evaluation, we offer a minimum 0.75 FTE as our standard practice to support work-life balance for all team members. This reflects our organizational commitment to flexibility and wellbeing. However, the FTE is negotiable based on individual needs and preferences, up to full-time (1.0 FTE). We are open to discussing the right balance that works for both candidates and our project requirements during the interview process.

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

- A current resume
- A cover letter explaining your background and interest in the position

After sending a resume and cover letter, we will send each applicant a link to an R skills test.

Applications will be reviewed on a rolling basis until April 25, 2025. Preferred start date is on or before May 15, 2025.

Questions can be directed to Chase Walker (chase@jgresearch.org) or Kristal Jones (kristal@jgresearch.org).