



**Research & Evaluation Coordinator  
Vibrant Pittsburgh  
Pittsburgh, PA**

**Organizational Background**

Vibrant Pittsburgh's mission is to build a thriving and inclusive Pittsburgh region by attracting, retaining, and elevating a diversity of talent. We believe that a diverse workforce is essential to the ongoing economic vitality of the Greater Pittsburgh region. We must attract, retain, elevate and educate people of all backgrounds, including New Americans, immigrants, and refugees and create an environment that is inclusive and welcoming.

**Position Summary:**

The Research & Evaluation Coordinator will report to the Director of Program Operations and will conduct research and analyze data supporting the efforts of our *Data & Education*, *Talent Attraction*, and *Welcome & Retain* initiatives, as well as for member organizations and community-based, government, and foundation partners. This is a non-exempt full-time position.

This work will include:

- Regularly connecting with the National Director of Marketing and Talent Attraction and Director of Program Operations to provide effective research to impact regional outcomes
- Coordinating Vibrant Pittsburgh's research process and dashboard
- Performing analyses of services provided by Vibrant Pittsburgh through development and use of surveys, market research, and public data
- Analyzing factors impacting diversity in the Pittsburgh region; collecting and analyzing data and reporting on research; and monitoring projects and other regional research initiatives related to diversity and inclusion in the region
- Preparing information for public dissemination, such as dashboards for data visualization and slide presentations
- Participating in working groups and discussions regarding regional research and outcomes; writing reports containing actionable recommendations
- Communicating data so that it is clear and impactful
- Basic online queries on various topics

Specific responsibilities include, but are not limited to:

- Conducting online research to identify the best data and research for various internal and external data requests
- Gather and format data on a wide variety of issues and from a wide variety of sources, including but not limited to the U.S. Census Bureau, Pennsylvania state agencies, economic development studies, and law enforcement agencies

- Prepare reports and present findings
- Participate in project and research team meetings
- Disseminate research findings to the public via Vibrant Pittsburgh website and social media
- Other duties as assigned, dependent on organizational needs and employee skills

**Skills and Qualifications:**

- Excellent writing skills and oral presentation skills
- Exceptional organizational and planning skills with strong attention to detail
- Strong analytic, critical thinking, and problem-solving skills
- Exceptional interpersonal skills
- Ability to work independently and with minimal supervision
- Willingness and ability to learn new software
- Ability to work in a small team setting; flexibility to adjust and contribute to a continually evolving work situation and changing priorities
- Bilingual ability an asset
- Knowledge of U.S. and Pennsylvania public datasets desired

**Required:** Must be available to attend evening and weekend events and meetings. A high degree of diplomacy, professionalism, sensitivity, and respect for the confidentiality of certain data and projects required.

**Experience:** One year of experience in social science research preferred.

**Education:** Bachelor's degree required; graduate degree preferred.

**Salary Range:** \$30,000 - \$35,000 annually.

**To Apply:** Please send a cover letter and resume to Lora McKnight, Director of Program Operations, at [loram@vibrantpittsburgh.org](mailto:loram@vibrantpittsburgh.org).

*Vibrant Pittsburgh provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Vibrant Pittsburgh complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*