
United Way *ALICE Project*



Asset Limited, Income Constrained, Employed

JOB DESCRIPTION – RESEARCH ASSOCIATE

Summary Statement

The United Way *ALICE Project* is looking for a Research Associate to work on the ALICE research team and contribute to the growing number of Reports and Updates they produce. This full-time position is based in our Morristown, NJ office.

The United Way *ALICE Project* is a collaborative effort to improve the lives of vulnerable, low-income households known as ALICE - **A**sset, **L**imited, **I**ncome, **C**onstrained, **E**mployed. Central to the Project are state reports that measure the the basic cost of living and the number of households unable to afford it, the conditions these families face, and the consequences for the wider community. For more information, go to: UnitedWayALICE.org

Description:

The Research Associate will be responsible for some of the ALICE Project reports and updates. The position is data focused and will require compiling, checking and analyzing data from a wide array of sources from local childcare costs to the federal budget as well as the American Community Survey. The researcher should have a strong methodology background. In addition, the Associate will need strong written communication skills and be able to “translate” findings into language and presentations that are accessible to community stakeholders. As part of a team, the Associate will need to be able to work collaboratively with United Way staff in New Jersey and other states as well as external Research Advisory Committees.

This position requires a researcher who is organized with a keen attention to details, able to prioritize competing demands, work to deadlines.

Requirements:

- Minimum of an MA in economics, public policy, statistics or related field. PhD preferred.
 - Experience compiling and producing public “data driven” reports.
 - Experience with database, such as FileMaker, and mapping software such as Tableau.
 - Strong skills in Excel Word, and Power Point
 - Strong written communication skills
 - Ability to handle multiple tasks simultaneously and shift priorities as directed.
 - Committed to ensuring a high quality final product
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To apply for this opportunity, please submit the following:

- Current resume
- Research sample such as a report or article (digital copy)
- Cover letter detailing your research experience, interest in ALICE, and available start dates.
- One letter of recommendation from someone who is familiar with your work
- Two additional references that we may contact. Please provide names and contact information.

Please send to: Stephanie Hoopes, National Director, United Way *ALICE Project*
stephanie.hoopes @unitedwaynj.org

WHO IS ALICE?

ALICE, an acronym which stands for **A**sset, **L**imited, **I**ncome, **C**onstrained, **E**mployed, is a way of defining our families, neighbors, and colleagues (men and women) who work hard, earn above the federal poverty level, but not enough to afford a basic household budget of housing, child care, food, transportation, and health care. ALICE educates our children, keeps us healthy, and makes our quality of life possible. But these low-wage jobs, often in the service sector, do not pay enough for ALICE to live on. These families are forced to make tough choices, such as deciding between quality child care or paying the rent, which have long-term consequences for ALICE and our communities.

WHAT IS THE UNITED WAY ALICE PROJECT?

The United Way *ALICE Project* is a collaborative effort to improve the lives of vulnerable, low-income ALICE households. Based on the overwhelming success of the research in identifying and communicating the needs of ALICE households, the *Project* has grown from a pilot in Morris County, New Jersey in 2007, to the entire state of New Jersey in 2012, and now to the national level with Reports in California, Connecticut, Florida, Indiana, Michigan, and New Jersey representing one-quarter of the U.S. population. The partners in this grassroots effort are working together to give ALICE a national voice.

Download the ALICE Reports at www.UnitedWayALICE.org
