



Junior Research Associate (Fully-remote position)

About Association for Enterprise Opportunity (AEO)

With its reputation for delivering actionable research and award-winning innovative solutions, the ASSOCIATION FOR ENTERPRISE OPPORTUNITY (AEO) is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, grantmaking, and advocacy to foster a robust and inclusive marketplace. For more than 30 years, AEO and our +2,700-member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

Position Summary and Goals

AEO is seeking a Junior Research Associate (JRA) to join our growing Research Division under the Department of Data and Analytics. Specifically, AEO is seeking a JRA with skills in quantitative and qualitative research methods, monitoring and evaluation, and research project management to support and conduct microbusiness industry research. The JRA will possess the ability to quickly develop deep knowledge of sector-specific issues and priorities, and support applied research initiatives that will drive engagement and add value to AEO's research, program, and policy priorities. The right candidate for this role will be detail oriented, collaborative, eager to learn, and will take initiative in proposing new ideas and solutions to advance the field and continue to build AEO's reputation as a thought-leader.

Responsibilities

Responsibilities of the JRA will include, but will not be limited to the following: (1) manage data set-up and analysis efforts to support AEO research projects (retrieving, cleaning, merging, updating, and analyzing datasets); (2) assist in the development, set-up, and fielding of surveys and the management of survey data for both research and program evaluation efforts; (3) support data analysis and evaluate trends to identify emerging themes and summarize relevant findings; (4) assist with development of data visualizations and dashboards to support research and program evaluation projects; (5) conduct qualitative interviews and focus groups to add color and texture to quantitative research findings; (6) conduct literature reviews that clearly and concisely synthesize and discuss complex concepts and findings from existing research; (7) contribute to the development and writing of AEO research and impact reports; (8) communicate effectively to a wide range of audiences about AEO's research and findings; (9) contribute to the design of monitoring and evaluation (M&E) strategies and execute and manage M&E processes for innovation projects at AEO; (10) conduct work supporting multiple projects that are running simultaneously, ensuring that work is completed on time and within budget.

Professional Experience/Qualifications

- Bachelor's degree in public policy, economics, statistics, data science, behavioral science, sociology, or other relevant field with 3-5 years of relevant professional experience
- Strong Excel skills (including Pivot Tables, PowerPivot, Data Analysis Packages, etc.)
- Proficiency in statistical analysis and analyzing data using one or more of the following tools: Stata, Atlas TI, SPSS, R, or Python
- Experience or familiarity with data visualization tools such as Tableau or Power BI preferred
- Experience conducting qualitative research including the use of focus groups and interviews
- Previous research or monitoring and evaluation experience, either academic through writing a thesis or capstone, or culminating research proposal / project OR professional experience with research or monitoring and evaluation efforts
- Demonstrated excellence in writing, editing, and synthesizing and presenting key research findings to diverse audiences
- Interest in and familiarity with entrepreneurship, small and medium businesses, and the microbusiness ecosystem preferred
- Interest in social and economic justice

Core Competencies

- Problem solver with strong critical-thinking skills: somebody who seeks solutions to presented problems, but isn't afraid to ask for help when needed
- Self-starter: somebody who generates and contributes higher-order thinking or thought leadership and proactively contributes to the conversation by providing insight
- Strong analytical thinker: capable of breaking down and working with research hypotheses
- Possesses the ability to work independently and contribute as a team player: ability to work remotely without direct oversight and contribute to the team's overall goals and priorities
- Planning and management: ability to manage one's own time and to manage up expectations
- Strong interpersonal skills: ability to listen thoughtfully, contribute to discussion, and facilitate dialogue among various program stakeholders
- Excellent oral and written communication and presentation skills
- Ability to thrive in a fast-paced environment and juggle projects with competing deadlines

Hours and Compensation

- This is a full-time position with working hours from 9:00am to 5:00pm ET
- Salary range: \$55-65k, depending on experience
- Benefits: fully paid medical, dental, and vision coverage and retirement savings matching

To Apply

Interested applicants should send a cover letter, resume, brief writing sample, and salary requirements to careers@aeoworks.org.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.