Associate, Analytics and Learning

About the Peterson Center on Healthcare

The Peterson Center on Healthcare is a non-profit organization dedicated to making higher quality, more affordable healthcare a reality for all Americans. The organization is working to transform U.S. healthcare into a high-performance system by finding innovative solutions that improve quality and lower costs, and accelerating their adoption on a national scale. Established by the Peter G. Peterson Foundation, the Center collaborates with stakeholders across the healthcare system and engages in grant-making, partnerships, and research.

About the Opportunity

The Associate, Analytics and Learning (A&L) will join the Center’s A&L team, an internal team that provides services in strategy development, analytics, learning and measurement to internal and external stakeholders. The Associate will co-develop, conduct and assist in the management of research projects that inform Center strategy and programmatic design for portfolio projects. This is a full-time position located in New York, N.Y.

More specifically, the responsibilities include:

Analytics, Research and Synthesis

- Conduct literature reviews, develop and implement plans for disseminating research results, assist in preparing and co-authoring articles, reports and presentations for internal and external use.
- Analyze existing datasets and survey data; create summary documents and publications; maintain data files and corresponding documentation of methods.
- Synthesize and produce clearly written outputs that integrate findings and learnings from Center funded projects and research using a systems thinking approach; highlight lessons learned for internal and external audiences.
- Provide technical assistance to colleagues and grantees analyzing shared data sets or collaborating on shared research questions.
- Build a network of colleagues doing similar work in other foundations and related fields; bring back promising practices from their work, and contribute lessons from the Center’s experience to them.

Project Management

- Manage and guide research initiatives, including assessing areas of investment, helping determine appropriate methodology, managing research projects, and analyzing and summarizing study findings for wider dissemination and impact.
- Work with A&L staff to foster Center learning efforts, including internal assessments of organizational performance and external assessment. This includes working with staff to:
  - Develop measures of impact for major programs and activities.
  - Assess, evaluate and disseminate results of programs and projects.
- Assist A&L staff in preparing and refining internal and external presentations, both written and oral.
- Participate in staff presentations and presentations at research and professional conferences.

About the Successful Candidate

Professional Experience:

- Approximately two to four years of research-related experience in qualitative and quantitative data collection and analysis.
- Master’s degree or equivalent education strongly preferred in epidemiology, public health or related health sciences field.
Experience managing and analyzing multiple data sets, including complex, longitudinal data; experience with health insurance claims data a plus.

An understanding of systems thinking and an ability to create frameworks and mental models to recognize the interrelatedness of a problem.

Skilled at synthesizing and translating complex material into clear and simple language for multiple audiences.

In-depth knowledge of mixed research methods, data collection and management, and data analysis and presentation to inform implementation and practice.

Ability to read, analyze and interpret professional journals and periodicals, technical procedures or governmental regulations.

Demonstrated project management skills, including managing multiple stakeholders and timelines.

Advanced Excel skills required; some experience with SQL, R and/or Python preferred.

**Personal Attributes:**

- Excellent written, visual and oral communication skills effective with broad and diverse audiences.
- Ability to prioritize and manage large amounts of information to achieve results in a fast-paced environment.
- Intellectually curious with a facility for learning new skills quickly and effectively, such as analytical software and technology platforms.
- Desire to work in a highly collaborative and interactive work environment.

**To Apply**

The Peterson Center on Healthcare is a dynamic, growing organization that embraces critical thinking, problem solving and innovative ideas. If this sounds like you, please email a cover letter and resume or nominations in confidence to: careers@petersonhealthcare.org

*The Peterson Center on Healthcare is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.*

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