

Data Specialist

RG Strategies is a full-service research, analytics, and coalition building firm that serves a diverse client base including issue-based campaigns, advocacy organizations, and corporations. Public opinion research forms the backbone of our services, where our team combines both traditional and cutting-edge data analysis encompassing the most effective qualitative and quantitative methodologies available. We synthesize data into targeted, insightful, and actionable strategies for clients.

We have an immediate opening for a Data Specialist. The ideal candidate will have an interest in politics, public opinion research, and analytics, and possess a meticulous attention to detail in order to implement and maintain stringent data standards.

Primary Responsibilities

- Compile statistical data and research on various projects
- Produce, combine, manipulate and maintain data files using SPSS (or equivalent) and Excel
- Produce survey topline reports and cross-tabulation tables from datasets
- Prepare quotas for surveys
- Respond to data inquiries from nationwide team members
- Prepare PowerPoint presentations using topline reports and cross-tabulation tables
- Review, edit and proofread materials including surveys, cross tabulation tables, reports and PowerPoint presentations

Job Qualifications

- BS/BA in Statistics/Analytics, Political Science, Communications, or similar education and/or experience; Master's degree a plus
- 2+ years work experience in a related field
- Strong interest in politics and public policy; campaign experience a plus
- Expertise with Microsoft Word, Excel, and PowerPoint
- Working knowledge of statistical software, preferably SPSS
- Experience with online research – specifically political, demographic and census research
- Ability to multitask and work productively in a fast-paced environment
- Strong time management, prioritization skills, and attention to detail
- Able to work both independently and as part of a team

Salary and Benefits: Competitive salary based on experience. Flexible vacation and sick time policy, 401k, medical and dental insurance.

Location: This is a remote position. Occasional long hours and weekend work are necessary, especially in months preceding elections.

RG Strategies welcomes all qualified applicants and does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status, or any other characteristic protected by law.

If you would like to explore the possibility of joining our research team, send your resume and cover letter to info@rg-strategies.com.