

## ASSOCIATE/SENIOR ASSOCIATE

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### FALL 2022

Full-time Position Salaried - Exempt

Reports to: CEO

#### **Summary of Firm**

Corona Insights provides market research, evaluation, and strategic consulting services to purpose-driven organizations. Our mission is to illuminate pathways to greater impact for our clients. We assist government agencies, nonprofits, and private organizations to improve the delivery and effectiveness of their social policies, services, and products. Our work spans sectors and topics, but is primarily focused on human services (e.g., housing, workforce training, food assistance), public health (e.g., organ donation, vaccination, health insurance, tobacco prevention), education, transportation, and the interconnections between people and systems.

We are committed to promoting diversity, equity, and inclusion in our firm and in our community, through our work. We engage with a diverse array of topics, clients, and communities; therefore, we seek employees who have diverse perspectives and life experiences that can bring a richer and more accurate lens to our work. We hire infrequently due to high employee retention but are looking to add to our team in 2022.

We are seeking candidates who are intellectually curious, critical thinkers who desire to work on our wide variety of projects that seek to help community organizations thrive. You do not need to meet all criteria to apply. Tell us in your application materials why we need you on our team and what excites you about this opportunity. We seek those with a desire to learn, and we will provide training, development, and support.

Our team is known for our “big brains and bigger hearts.” We respect each other, enjoy our work, and like helping our clients as they make the world a better place. That's why we come to work every day. And although we are professionals, we don't take ourselves too seriously - don't be surprised if you see our CEO wearing sandals, our owner playing board games at lunch, or our regular happy hours.

To learn more about us, please visit our website at [www.coronainsights.com](http://www.coronainsights.com).

#### **Summary of Position**

Associates provide a combination of research, analysis, and consulting services to Corona's customers. Associates work on multiple projects at once, with different combinations of team members on each. Associates keep team members informed about project status, assist other team members upon request, and complete tasks correctly and on time. This position will have as its primary responsibilities:

1. Execution of quantitative research and analysis
  - a. Designing survey instruments, programming in online survey software, testing
  - b. Developing and implementing sampling plans

- c. Executing research, including coordinating with vendors and monitoring data collection for mail, online, telephone, and intercept surveys
  - d. Conducting basic demographic research using U.S. Census data and other public databases
  - e. Data quality control
  - f. Statistical analysis and interpretation, including constructing weighting factors for survey respondents
2. Participation in all steps of culturally-competent research, evaluation, and strategy projects
    - a. Writing proposals, including work scopes, timelines, and budgets
    - b. Participating in interviews with prospective clients
    - c. Designing and facilitating meetings with clients
    - d. Executing social science research, including surveys, focus groups, interviews, observations, literature review, and analysis of publicly-available data sources
    - e. Writing reports
    - f. Preparing and delivering presentations of findings
  3. Development of your professional role as a consultant and member of a firm
    - a. Participating in networking activities
    - b. Writing blogs for our website
    - c. Joining professional organizations
    - d. Participating in training and other professional development
    - e. Engaging in other business development activities
    - f. Participating in internal meetings about project work, skill development, and administration of the firm
    - g. Partaking in firm-wide celebrations, team-building activities, strategy sessions, and special projects

### **Qualifications**

- > Education – Undergraduate degree in social sciences, business, or other analytical discipline
- > English Language Proficiency – Able to read, write, and communicate fluently in English
- > Technical – Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook). Experience using social science research software.

### **Skills Needed**

- > Strong project management skills: able to juggle multiple priorities, manage resources, and meet deadlines
- > Strong professional communication skills, with ability to write clearly and concisely, present publicly, and speak diplomatically with clients and coworkers
- > Strong quantitative research and analysis skills
- > Ability to synthesize data to craft clear and compelling findings that answer key research questions
- > Ability to prepare polished deliverables such as graphs, tables, or other visuals; written reports; and PowerPoint presentations

### **Core Competencies Needed**

- > Analytical and Conceptual Thinking – Skilled in critical thinking and logical reasoning. Synthesizes complex or diverse information. Ability to understand abstract concepts, see patterns, and make connections between disparate ideas to generate new ideas and deeper understanding.

- > Listening and Empathy – Ability to seek and understand the point of view of team members, clients, partners, and research participants. Builds rapport. Feels compassion for and appreciation of others.
- > Quality Management – Conscientious. Attentive to detail. Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Works with integrity and high ethical standards.
- > Continuous Learning – Strives to continuously build knowledge and skills and implement new tools and techniques. Shares expertise with others. Open to learning from others.
- > Proactive Problem Solving – Identifies potential challenges, generates alternative solutions, looks for opportunities, takes initiative, and communicates with team members about challenges, solutions, and opportunities.

### **Salary**

The annual salary range for this Associate position is \$58,600 - \$70,300, commensurate with experience. The annual salary range for this Senior Associate position is \$62,900 - \$75,480. Senior Associates will need to have prior professional experience and mastery of the above skills. Employees are paid twice each month.

### **Benefits**

We believe happy employees make better employees. In addition to salary, Corona Insights offers very competitive benefits:

Employer paid health, dental, & vision insurance	Annual wellness benefit	Tuition reimbursement
Life and disability insurance	Annual professional development budget	Flexible schedule/workplace
Simple IRA with 3% employer match	Paid time off (starting at 3 weeks and maxing at nearly 6 weeks)	Company holidays (10), plus Christmas week
Profit sharing program	Paid volunteer time program	Monthly team lunches & outings

### **Work Environment and Location**

This job requires working on a computer and participating in audio and video calls. Primary job location is negotiable – whether working from home (must reside in the US) or from our Denver office. Candidates in the Denver area will have the option to work from home or our downtown Denver office (or some combination). For candidates outside the Denver area, please include in your application materials your preferences for work location and whether you would plan to relocate to Denver if hired.

### **Expected Start Date**

To be determined based on right candidate.

### **Diversity Statement**

Corona Insights values the diverse perspectives and life experiences of our team members. People from underrepresented groups, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to age, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or veteran status.

**Physical Demands**

General office environment. Most hours spent sitting and operating a computer, phone, printer, and other office machinery. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. May also have to do some light lifting of supplies and materials from time to time.

**Position Type and Expected Hours of Work**

This is a full-time, exempt position. Variable work hours are required as job duties demand. The types of commitments associated with this position periodically fall outside of normal working hours.

**Other Duties**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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*How to Apply:* For confidential consideration, please submit the following materials to [coronajobs@coronainsights.com](mailto:coronajobs@coronainsights.com) or online at <https://www.coronainsights.com/contact-us/join-our-team/>. No telephone calls.

4. Resume
5. In a cover letter or other document, please respond to the following questions in no more than 1,000 words total:
  - a. Why do we need you on our team?
  - b. What excites you about this position?
  - c. If you do not currently live in the Denver area, please let us know whether you intend to relocate to Denver if hired or if your preference would be to remain fully remote.