



*** Job Announcement ***

RESEARCH ANALYST

The Fresno Regional Workforce Development Board (FRWDB) is a Joint Powers Authority between the City and County of Fresno, with a business-led model to help local organizations meet their workforce needs.

We are currently seeking a detail oriented and highly motivated **Research Analyst** to join our team. This position plays a pivotal role in the FRWDB data-driven approach toward proactive engagement of companies, helping expand and retain existing businesses, and providing analytics around program design, efficacy, and performance. The **Research Analyst** will serve as a resourceful and dynamic colleague who can translate the nuances of data and research to help shape program strategy, and monitor outcomes designed to increase the productivity, impact, and growth of the organization.

Essential Duties include, but are not limited to:

- Assist multiple departments within the FRWDB by researching and analyzing economic and labor market data, including trends facing the existing business landscape and industry clusters.
- Provide grant development support by gathering, synthesizing data and information, writing and editing applications, and partnering on its submission.
- Research industry-specific information for the purpose of business attraction, expansion, and retention activities.
- Assist with the creation of marketing materials by providing relevant, value-added industry / occupational data.
- Provide support with data collection, research, and preparation of published articles on relevant economic development subjects as requested.
- Provide support with research and compile data needed for monthly and quarterly reports for the FRWDB Board of Directors, municipal MOUs, grants, and contractors.
- Regularly create, maintain, and update dashboards and other reporting frameworks to monitor the organization's performance against its internal goals, contract commitments, and the mission and vision of the organization.

The ideal candidate will possess these qualifications:

- Bachelor's degree from an accredited College or University in economics, research methods, public policy, data science or related field is required.
- Minimum two (2) years of experience in academia or a job-related environment with exposure to statistical programs and other research analytics software.
- Familiarity with government grants, such as those issued under the Workforce Innovation and Opportunity Act (WIOA) and other funding regulations is desirable.
- Experience in writing grant applications preferred.
- Strong communication skills in both written and verbal delivery.
- Highly organized with effective time management skills and attention to detail.
- Proficient in MS Office Suite and other relevant software.

Excellent benefits package, including 100% paid health and Life insurance for the employee, 80% paid health for dependents. Paid vacation and company paid retirement plan with a 7% company contribution, educational tuition assistance program, and competitive salary DOE in the range of \$25.16 to \$28.21 per hour.

Apply online through Sierra HR Partners. Make telephone inquiries by calling 559.431.8090

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