Research and Data Associate

Nest is a 501(c)3 nonprofit based in the United States committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 2000 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success. Nest is a fully remote office, with colleagues based around the globe.

Nest is seeking a Research and Data Associate to support the implementation of Nest’s Research and Data program. This fully remote role will report to Nest’s Director of Research and Evaluation, and will primarily focus on data analysis and strategy while also supporting the overall monitoring, evaluation, research, and learning (MERL) goals of the organization. The focus of this position will be on executing research projects, building and securing Nest’s organizational data strategy, and mixed-methods analysis. The Associate will play a critical role in ensuring the accuracy, integrity, and analysis of data and research, as well as contributing to the overall success of the projects. Specific roles and responsibilities include, but are not limited to:

**Monitoring, Evaluation, Research, and Learning (MERL) Support**
- Support the implementation of Nest's monitoring, evaluation, research, and learning activities
- Coordinate organization-wide impact measurement and management activities, including the development of recommendations for program learnings and improvements
- Assist in the development and refinement of data collection tools, surveys, and impact and evaluation frameworks
- Contribute to the design and execution of research projects, including literature reviews, qualitative and quantitative data collection, and analysis
- Assist in the preparation of reports, presentations, and publications based on research findings and evaluation results
- Contribute to the dissemination of research findings through internal and external channels, including conferences, webinars, and publications

**Data Analysis and Management**
- Collaborate on the creation of data analysis plans, perform data analysis, and assist in the interpretation of research findings to support Nest's Research and Data Program
- Conduct data cleaning, data coding, and data entry tasks to ensure accurate and complete data sets
- In collaboration with cross-functional teams, develop and maintain data management systems, ensuring accurate and efficient data collection, storage, and analysis
- Collaborate with internal teams and the Director of Research and Evaluation to identify data requirements, design data lifecycles, and establish data quality protocols
- Monitor data integrity to identify and address data quality issues in a timely manner
● Collaborate with cross-functional teams to leverage data for decision-making, program improvements, and strategic planning, including internal capacity building on data literacy and capabilities

Experience & Qualifications
Ideal candidates will be highly organized, self-starting, creative problem-solvers with exceptional attention to detail, and strong written, verbal, and interpersonal communication skills who can manage multiple projects and priorities, work well in a team, and constantly seek to contribute to the efficiency and effectiveness of the organization. At Nest, we appreciate candidates from diverse backgrounds. We encourage applicants with equivalent experiences or skills to those listed, and we are also open to considering applicants with skills and lived experiences other than those listed.

Other preferred qualifications are:

● Bachelor's or Master's degree in a relevant field such as research methods, data science, statistics, social sciences, economics, or a related discipline
● Strong proficiency in quantitative data analysis, statistical methods, and data visualization tools (e.g., SQL, Excel, Stata, R, Tableau, or Quicksight, etc.)
● Proficiency or willingness to learn Amazon Web Services (AWS) and its capabilities
● Experience in quantitative and qualitative research methodologies, including survey design, data collection, and analysis
● Familiarity with monitoring and evaluation frameworks, indicators, and methodologies
● Excellent organizational skills with the ability to handle multiple tasks and meet deadlines in a fast-paced environment
● Attention to detail and commitment to data accuracy and integrity
● Effective communication skills, both written and verbal, with the ability to present complex data and research findings in a clear and concise manner
● Proactive and collaborative mindset, with the ability to work independently as well as part of a remote and global team
● Knowledge of and passion for issues related to workforce inclusivity, gender equity, and cultural preservation
● Experience working with or great appreciation for artisans, makers, handworkers, or the informal economy

This is a full-time, salaried position with an excellent benefits package for US-based applicants, including: an annual contribution of 10% of salary directly into a SEP IRA retirement account, medical, dental, and vision insurance, a potential bonus, generous PTO days. Minimal international travel (~10%) will be expected for this position.

All Nest employees work remotely, and this position is open to candidates in any location globally. Compensation will be based on experience and geography. Work authorization in the country of residence and the ability to travel internationally without restriction are required.

Instructions for Applying

Nest is dedicated to providing equal employment opportunities to all individuals based on job-related qualities and ability to perform a job, without regard to age, sex, gender identity or gender expression, sexual orientation, parental or marital status, race, national origin or ancestry, genetics, natural or protective hairstyles worn, veteran or active military status, religion or religious expression, visible disability, invisible disability, neurodiversity, psychiatric diagnosis, or other protected class. This is a paid position with a compensation range of $40,000-50,000 USD or local equivalent, based on knowledge, skills, and experience. To learn more and apply, please send a cover letter or statement of intent and resume to Becky Romasco-Kelly at becky@buildanest.org

Thank you for your consideration and application!