

Research and Evaluation Associate (Remote, Full- or Part-Time)

About Mt. Auburn Associates

Mt. Auburn Associates is a mission-driven, women-owned consulting firm based in Massachusetts. For more than 40 years, we have partnered with clients on strategic planning and evaluation projects for foundations, nonprofits, and public sector clients that advance inclusive economic growth and opportunity. Our work is grounded in equity and designed to generate actionable insights that strengthen strategies and amplify impact.

Position Overview

Mt. Auburn Associates is seeking a full- or part-time (minimum 24 hours per week) Research Associate to support qualitative and quantitative research across national and local initiatives related to community investment, affordable housing, inclusive growth, small business development, workforce development, economic mobility, health equity, community resilience, and creative economies.

This role is ideal for someone who enjoys both analytical and collaborative work and is excited to contribute to projects that inform policy, practice, and systems change. Research Associates play an integral role on project teams, supporting research design, data collection and analysis, synthesis of findings, and the development of client deliverables.

Because we are a small firm, Research Associates gain meaningful exposure to all aspects of consulting work and collaborate closely with senior staff as active contributors and thought partners.

Key Responsibilities

- Conduct qualitative and quantitative research across multiple client projects.
- Support the design and implementation of surveys, interviews, focus groups, and other data collection activities.
- Collect, clean, analyze, and interpret secondary data to support project findings and recommendations.
- Synthesize research findings into clear, accurate, and audience-appropriate deliverables.
- Contribute to written reports, presentations, case studies, and internal project materials.
- Participate in internal project planning, team discussions, and client meetings.
- Manage multiple tasks and deadlines with strong attention to detail and organization.

Qualifications

We welcome candidates from a range of professional and academic backgrounds. The qualifications below reflect the core skills and experience needed to succeed in this role. We encourage candidates with relevant experience to apply, even if their background does not align perfectly with every qualification.

- Bachelor's degree plus 2–5 years of relevant professional experience (such as in evaluation, community development, economic development, philanthropy, or public sector) and demonstrated interest in Mt. Auburn's core practice areas.
- Experience conducting mixed-methods research, including surveys, interviews, focus groups, and literature reviews.

- Strong analytical and critical thinking skills, including the ability to synthesize qualitative and quantitative information accurately.
- Strong writing, organizational, interpersonal, and communication skills.
- Proficiency in Microsoft Excel, including pivot tables, lookups, filtering, and data visualization.
- Experience producing PowerPoint presentations.
- Ability to manage multiple priorities independently while working collaboratively within project teams.
- Experience working remotely.
- High level of accuracy, professionalism, adaptability, and attention to detail.
- Interest in and commitment to social justice and racial equity.
- Willingness to travel occasionally within the United States.

Location

This is a fully remote position based in the United States; however, candidates must be located in Massachusetts or New York. Mt. Auburn provides all equipment and materials needed for the role.

Compensation and Benefits

The salary range for this position is \$54,000–\$66,300 for full-time employment, commensurate with experience, with the opportunity for an annual bonus. Compensation for part-time employment will be prorated based on schedule.

Eligible employees (32 hours or above) receive a generous benefits package that includes:

- Three weeks of vacation in the first year
- Paid holidays and sick leave
- Comprehensive health insurance
- Company-paid dental, vision, LTD, and life insurance
- 401(k) matching contribution after one year of employment
- Professional development opportunities that support long-term growth

Workplace Culture

Mt. Auburn is committed to fostering a collaborative, supportive, and inclusive workplace where employees can thrive professionally and personally. We value curiosity, collegiality, flexibility, and work-life balance.

To Apply

Please send a resume, cover letter, and writing sample (single-authored) to Judi Luciano at judi@mtauburnassociates.com. If available, please also submit an example of a single-authored presentation or data visualization.

Please, no phone calls.

Mt. Auburn Associates is an equal opportunity employer committed to building a team that reflects a variety of backgrounds, perspectives, and experiences. We believe our work is stronger when our team is inclusive, collaborative, and representative of the clients and communities we serve. If you are excited about contributing to a dynamic, growing organization, we encourage you to apply.

Application timeline: Applications will be reviewed on a rolling basis.

Visa sponsorship is not available for this position.