

# ASSOCIATE

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OCTOBER 2024

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 adding to our team in 2024.

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 office manager leading a yoga session.

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

## **Summary of Position**

The Associate provides a combination of research, analysis, and consulting services in English and Spanish to Corona's customers. The Associate will work on multiple projects at once, with different combinations of team members on each. The Associate must 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. Participation in all steps of culturally-competent research, evaluation, and strategy projects
  - a. Collecting social science data in systematic fashion using various tools and techniques, such as surveys, focus groups, interviews, observations, and publicly-available data sources
  - b. Analyzing data and synthesizing findings

- c. Writing reports
  - d. Preparing and delivering presentations of findings
  - e. Writing proposals
  - f. Participating in interviews with prospective clients
  - g. Developing project work scopes, timelines, and budgets
  - h. Facilitating meetings with clients
  - i. Designing meetings and processes around client needs
  - j. Creating materials such as meeting agendas, survey instruments, and interview guides
2. 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
- > Spanish Language Proficiency – Spanish speaker and able to read, write, and communicate fluently in Spanish
- > 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 self-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
- > Familiarity with quantitative and qualitative research methods, including surveys, interviews, focus groups, and literature reviews
- > 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 position is \$63,000 - \$75,000, commensurate with experience. 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
401k with 4% 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 operates primarily in a professional office environment. We expect this job to be performed from our Denver office at least 1-2 days per week, with the option to work from home or the office on other days. New hires will be expected to work in office more frequently, up to every work day, for the first one to three months. A successful candidate from outside the Denver area will be expected to relocate to the Denver area.

**Expected Start Date**

On or about Jan 2, 2025, sooner if possible.

**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.

1. Resume
2. In place of a cover letter, please respond to the following 3 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. What is your proudest accomplishment when it comes to using data to answer an important question or guide a decision?