



POSITION TITLE: Research Coordinator
ORGANIZATION: Maryland Association of Counties
POSITION REPORTS TO: Legislative Director

HOURS

30 hours per week (except conference weeks) with possibility for more hours to be added upon mutual agreement.

LOCATION

Principally works remotely, office availability as needed for meetings and issue coverage. In-person participation required for MACo conferences and events, approximately 3-4 times per year, in Maryland.

COMPENSATION

Contractual position from \$32,000 - \$47,000 annually, with no accompanying benefits

CHIEF RESPONSIBILITIES

- Conduct and oversee MACo's gathering and release of information through internal surveys, external research, and other means, specifically MACo's annual distribution of the County Budget & Tax Rate Book and the County Salary Survey
- Manage MACo's role in legislative Fiscal and Policy Note process, working with MACo Policy Staff, county fiscal note liaisons, and Department of Legislative Services staff
- Maintain summary and archived information on MACo's website, promote MACo as an information and data resource to both county member and broader stakeholder communities
- Recruit and manage legislative intern, who will assist in providing research and background on prospective legislation

TEAM AND STAFF RESPONSIBILITIES

- Availability for, and contributions toward, MACo conferences and events
- Contributor to MACo's *Conduit Street* blog, weekly publications, and other communications
- Occasional primary role with research or coordination of special projects
- Participate in legislative tracking process, communicating with teammates on status of legislation

REQUIREMENTS

- Experience successfully managing or implementing surveys and research projects with stakeholder input
- Proven track record of understanding statistical analysis techniques, and qualitative and quantitative research methods
- Ability to internalize research with a critical lens and an eye to the real world implications of any findings
- Strong skills and experience communicating technical concepts to non-technical audiences, both in writing and verbally
- Track record of successfully driving and managing work in an environment with multiple stakeholder relationships, as a member of a diverse, multidisciplinary team
- Availability to be on-site (in Maryland) during MACo's conferences and events 3-4 times per year

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This is a REMOTE position, with in-office space available as needed for occasional meetings. In-person participation is required during MACo's conferences and events (in Maryland), 3-4 times per year. ***Maryland-based candidates – or those within reasonable driving distance – will be best suited for this role.***
- Ability to stand or sit while maintaining alertness for several hours at a time
- Ability to speak concisely and effectively communicate and problem-solve
- Ability to view/process data on computer screens for long periods of time
- Stable internet connection and standard office equipment to work remotely via the Microsoft Office Suite

PRIOR EXPERIENCE

- 5-7 years of experience in a similar role conducting or analyzing research and/or legislation.
- ***Applicants with a familiarity with Maryland General Assembly legislative processes or Maryland county governments will be given special consideration.***

EDUCATION

- A bachelor's degree in political science, public policy, economics, public health, or a related field is strongly preferred.

CLASSIFICATION

- 30 hours per week (except conference weeks) with possibility for more hours to be added upon mutual agreement
- The position is offered on a contractual basis, without additional accompanying benefits

APPLICATION INSTRUCTIONS

1. Apply via email to Deputy Director, Virginia White, at vwhite@mdcounties.org by 5:00 pm June 30, 2022.
2. Include "Research Coordinator - NAME" in the email subject line.
3. Attach the following documents (ALL ARE REQUIRED):
 - Cover Letter detailing 1) desired compensation with justification, and 2) the reasons the applicant feels he/she is qualified for the Research Coordinator position;
 - Resume, which must contain educational background, work experience (particularly any relevant to this position), and computer software familiarity;
 - Persuasive writing sample;
 - Three references - references will not be contacted without prior approval from the applicant.

An email response will be sent upon receipt of all applications.

Application Deadline: June 30, 2022

EOE