



## **Job Description – Bilingual Research Analyst (Spanish)**

### **The Company**

Crescendo Consulting Group is a woman-owned boutique consulting firm specializing in community needs assessments, strategic planning, evaluations, and HUD consolidated plans. Its clients include hospitals, health systems, behavioral health treatment organizations, public health departments, community action agencies, municipalities, and other organizations across the United States.

Crescendo's mission is to positively change the lives of the people, organizations, and communities we serve through an integrated set of consulting and management services. In recent years, Crescendo has worked with clients in Maine, New Hampshire, Florida, Texas, California, Arizona, Alaska, and more. For more information about the firm, please visit our website [www.crescendocg.com](http://www.crescendocg.com).

### **The Position**

Crescendo Consulting Group is seeking a high-energy, independent, and enthusiastic individual for the position of Bilingual Research Analyst working remotely in the continental United States. This is an early career-level position, and candidates must legally be able to work within the United States.

The primary focus of the analyst is to work as part of a team on a wide range of community needs assessments, HUD consolidated plans, project management, and research projects. The successful candidate will have a talent for oral, written, and digital communications, excellent attention to detail, and strong writing, organizational, and communication skills.

Being resourceful, creative, analytical, team-oriented, and intellectually curious are also important attributes. Willingness to learn is a must. The salary range for this early career-level position is \$45,000 to \$60,000 depending on education, work experience, and skills. Travel is required.

### **Job Responsibilities**

- Pull population, public health, and housing secondary data (US Census Bureau, CDC, state health departments, etc.)
- Create tables, charts, and other data visualizations for reports in Excel and Word
- Conduct stakeholder interviews and focus groups via telephone, Zoom, or in-person in English and Spanish
- Create online and paper-based surveys
- Analyze quantitative and qualitative data to write a comprehensive summary report in Word
- Attend project meetings with Crescendo staff and clients
- Client travel within the United States (approximately up to 3-5 days per month)

### **Research Analyst minimum requirements include:**

- Bachelor's degree plus 2-3 years of relevant experience in healthcare, social work, or similar field

- Fluent in Spanish and English orally and written
- Proficient in Microsoft applications, especially Excel and Word
- Experience with Microsoft 365 Windows-based file systems
- Excellent written and oral communications, including report writing
- Excellent data analytics skills, including basic statistics and data visualization
- Attention to detail
- Willingness to learn
- Excellent time management skills and the ability to balance multiple projects
- Prompt and clear communication with supervisors and colleagues

**Ideally, the successful candidate will also have:**

- Strong understanding of social determinants of health and core public health competencies
- An entrepreneurial spirit
- Experience conducting research interviews and/or focus groups

**Salary Range:** \$45,000 - \$60,000

**Benefits:**

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| <ul style="list-style-type: none"> <li>• Performance-based annual bonuses</li> <li>• Full-time salary with PTO and paid holidays</li> <li>• Company paid medical insurance</li> <li>• Dental insurance</li> <li>• Company paid short and long-term disability insurance</li> </ul> | <ul style="list-style-type: none"> <li>• 401k with company match</li> <li>• Remote position</li> <li>• Wellness benefits</li> <li>• Paid volunteer time and matched charity donations</li> <li>• Professional development stipend</li> <li>• Home office stipend</li> </ul> |
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**To Apply:**

Interested candidates should email a resume and cover letter to:

**Katelyn Michaud**

[katelynm@crescendocg.com](mailto:katelynm@crescendocg.com)

Should we choose to invite you to an interview, a writing sample will be required.