



**PACIFIC
INSTITUTE**

Research for People and the Planet

Pacific Institute Research Associate

[Posted June 2021]

Position Title: Research Associate

Application Deadline: Open Until Filled

Hours: Full Time (35 hours per week)

Location: Flexible (based in the United States)

Salary: \$56,000 to \$68,000 and a generous benefits package

Travel: Some business travel may be required, including overnight stays

Start Date: Available immediately

Organization Description

Founded in 1987, the Pacific Institute is a global water research and policy non-profit organization based in Oakland, California. Our mission is to create and advance solutions to the world's most pressing water challenges. We combine science-based thought leadership with active outreach to advance water sustainability and resilience in communities around the world. Our science-based approach draws from many disciplines and benefits from collaboration with diverse stakeholders, from local governments and UN agencies to businesses and grassroots organizations.

Position Description

We are seeking a collaborative, impact-focused Research Associate to support research and analysis that advances water sustainability and resilience. The ideal candidate will have an interest and ability to learn new topics quickly; passion for water sustainability and resilience; strong verbal and written communication skills; ability to work independently and in collaborative teams; and willingness to support a variety of tasks, from project coordination to quantitative research.

Research Associates support projects led primarily by Senior Researchers and the Director of Research. In 2021 and 2022, the Research Associate will support projects in at least three areas: (1) quantifying opportunities and assessing barriers for stormwater capture, agricultural and urban water reuse, and water efficiency throughout the United States; (2) evaluating economic, environmental, social equity benefits and trade-offs of water projects and investments; and (3) engaging with utility and business stakeholders to develop resilience metrics.

Core Responsibilities

Research Associates are expected to fulfill the following core functions:

- Conduct primary and secondary research and analysis on water-related topics;
- Gather information and data through analysis of primary data, literature review, and contacts with other researchers and organizations;

- Document and write up results of work performed, including preparing final reports and other written products;
- Prepare non-technical communication materials on research topics, such as blog posts, opinion articles, oral presentations, and press releases;
- Write and submit comment letters to federal, state, and local agencies;
- Assist with fundraising activities, and help prepare reports for foundations and donors; and
- Provide support to Senior Researchers, including coordinating internal meetings with the project team and external meetings with stakeholders and taking notes during meetings.

Desired Qualifications

- Advanced degree in water resources, natural resource management, engineering, or relevant field, or work experience in place of a degree;
- Three to five years of work experience in relevant field;
- Strong quantitative and analytical skills, including familiarity with managing large/complex datasets;
- Familiarity with data analysis and statistics, including analyses covering large spatial extents (e.g., regional, national) and/or data volumes;
- Proficiency with Microsoft Excel, database management, and Geographic Information Systems software (e.g., ESRI ArcGIS, QGIS);
- Familiarity writing code (e.g., R, Python, Matlab) for data cleaning and analysis;
- Interest or experience developing web-based maps for sharing research findings;
- A keen interest in connecting data-driven research with water management decisions;
- Excellent oral and written communication skills;
- Good organizational skills; and
- Strong interpersonal skills and demonstrated ability to work people from diverse backgrounds.

Compensation and Benefits

Pacific Institute offers an excellent compensation package including a generous health, dental, and Institute-matched retired plan and a competitive salary that is commensurate with experience and reflects the geographic location and field. The salary for this position is expected to range from \$56,000 to \$68,000.

Diversity Equity and Inclusion

Pacific Institute is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of

race, color, religion, national origin, citizenship, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Recognizing the inherent inequities that exist in our society, our sector, and our work, the Pacific Institute is dedicated to improving our internal policies, procedures, and programmatic priorities to ensure a diverse workforce and culture of inclusion. We have accelerated our efforts and refreshed our approach to diversity, equity, and inclusion (DEI). **As part of this commitment, we request that all candidates include a short statement to address how your addition to our staff would contribute to our DEI efforts in their cover letters.**

To Apply

Please send a cover letter (including the DEI statement described above), resume, and technical writing sample. The writing sample should be 5 to 10 pages in length. Email these items to jobs@pacinst.org. Please include Research Associate in the subject line of your email. No phone calls please. Applications will be accepted until the position is filled.