



Pat Brown Institute for Public Affairs

Unleashing the Power of Participation

Position Title: Research Consultant (Independent Contractor)

Contract Duration: 12 months

Location: Remote and/or Cal State LA campus-based as needed

Rate: \$34/hour, invoiced monthly

Organization Overview

The Pat Brown Institute for Public Affairs at Cal State LA is a nonpartisan center committed to energizing, promoting and defending democracy. Founded by former California Governor Pat Brown, the Institute fosters civic education, promotes public engagement and leadership, and serves as a thought leader on key regional and statewide issues by analyzing and spotlighting smart policies that encourage equity and advance social justice.

Scope of Work

Under the general direction of the Executive Director and Associate Director of the Pat Brown Institute (PBI), the Researcher will support ongoing and emerging academic and policy research projects, including community surveys and community-based research. The Researcher is expected to work in collaboration with Institute leadership and staff. Work may vary based on the Institute's needs but will generally include:

- Literature reviews and background research
- Quantitative and qualitative data collection and analysis
- Drafting research summaries, memos, and full reports
- Preparation of presentation materials
- Survey design and deployment (e.g., using Qualtrics)
- Statistical analysis using tools such as Stata

Primary Responsibilities

Responsibilities will be assigned on a per-project basis and may include but are not limited to:

- Engage in quantitative data analysis to support research objectives, including analyzing descriptive statistics and interpreting survey-based findings.
- Analyze qualitative data using narrative, thematic, grounded theory, and/or discourse analysis frameworks.
- Synthesize findings into clear, compelling narratives that highlight patterns, meanings, and implications.
- Prepare data for presentation in graphic, tabular, pictorial, and written form.
- Draft and contribute to research reports, manuscripts, policy briefs, and presentations for academic and non-academic audiences.
- Collaborate with cross-functional teams including project managers and community stakeholders.

- Assist in IRB submissions and ensure compliance with ethical research standards.
- Contribute to grant writing and literature reviews as needed.
- Assist with planning research program events, summits, and polling releases.
- Other duties as assigned.

All deliverables must meet quality standards and deadlines as specified for each task by the Executive Director or Associate Director.

Required Qualifications

- Proficiency in research tools such as Stata and Qualtrics is preferred
- Strong writing, analytical, and communication skills are essential
- Familiarity with academic and/or public policy topics is beneficial
- Commitment to the mission of the Pat Brown Institute.
- Availability to attend weekly virtual or in-person check-in meetings with Institute staff.
- Submission of an end-of-contract summary report outlining key activities, deliverables, and impact, one month after contract completion.

Compensation & Payment Terms

This is a part-time, contract position for a duration of 12 months with the possibility of renewal. Compensation is set at \$34 per hour, payable upon submission of a monthly invoice detailing hours worked and services rendered.

Submission Guidelines

To express interest in this opportunity, please email a brief statement of interest, a CV, and one short writing sample (2–3 pages) to raho@calstatela.edu with the subject line “Research Consultant Application – [Your Name]”. Applications will be reviewed on a rolling basis until the position is filled. Early submissions are encouraged.