

Research Assistant or Research Associate in Health Policy

L&M Policy Research, LLC is seeking motivated and kind candidates for full time, entry-level research positions in Washington, DC. L&M is a highly collaborative and collegial boutique health services research firm that offers a deep knowledge of public and private health care issues grounded in extensive experience in qualitative and quantitative research methods and health services management and operations.

We are interested in hiring immediately or for a Spring 2023 start. Please submit a resume, writing sample, AND cover letter to: **Careers@LMpolicyresearch.com**

Note: Individuals with temporary visas or who need sponsorship for work authorization now or in the future are unfortunately not eligible for hire.

Responsibilities:

- Work closely with senior research staff to conduct literature reviews and environmental scans.
- Support senior research staff in writing, revising, and executing research protocols. Conduct primary data collection with health care consumers and stakeholders.
- Conduct data and document review, summarizing content and contributing to report chapters.
- Develop slides and posters for presentation of project results at regional and national meetings.
- Support senior research staff in managing and organizing vendors, sub-contractors, and clients.

Minimum Qualifications:

- Bachelor's or master's degree in Social Sciences or related field. Short-term (e.g., internships) or one to two years' experience a plus.
- Strong interest in health policy research.
- Excellent organizational skills, with attention to detail.
- Strong technical writing skills (e.g., reports, memos, literature reviews).
- Strong analytical skills, library, and Internet research experience.
- Capacity to work both autonomously and as a team.
- Ability to prioritize competing deadlines and complete tasks for multiple projects simultaneously.
- Proficiency with Excel and presentation graphics software skills, familiarity with data analysis software packages (e.g., STATA, SAS) a plus.
- Working proficiency in Spanish a plus.