

Research Assistant or Research Associate in Health Policy

L&M Policy Research, LLC is seeking motivated and kind candidates for full time, entry-level/early career 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 qualitative and quantitative research methods and health services management and operations experience.

We are interested in hiring for an immediate 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 interviews with health care consumers and stakeholders and analyze qualitative data and summarize results.
- Clean, validate, and assist with analysis of large datasets to fulfill the monitoring and evaluation needs of clients; employ various data visualization techniques to translate quantitative findings into practical insights
- Review and summarize data and documents, contributing to report chapters.
- Develop presentation materials to share project results with diverse audiences.
- Assist with project and proposal management, including project work plans and schedules, deliverable trackers, and coordination with clients and subcontractors.

Minimum Qualifications:

- Bachelor's or master's degree in Social Sciences or related field.
- *For Assistant:* 0-2 years of relevant work/internship experience a plus.
- *For Associate:* 2-5 years of relevant professional work experience.
- 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 and meet competing deadlines across simultaneous projects.
- Proficiency with Excel and presentation graphics software skills, familiarity with data analysis software packages (e.g., STATA, SAS) a plus.
- Working proficiency in Spanish (e.g., interviewing, transcribing notes) a plus.