

## **Research Assistant 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.

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 degree in Social Sciences or related field.
- 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.