



Job Opportunity: Research Analyst

The Bureau of Governmental Research (BGR) is an independent, non-profit, research organization dedicated to informed policy making and the effective use of public resources in the New Orleans metropolitan area. Founded in 1932, BGR conducts nonpartisan, in-depth research on local government issues to present the public and policymakers with information and proposed solutions to problems. For more information about BGR, visit www.bgr.org.

BGR's small size offers staff the opportunity to tackle a variety of projects and work cooperatively to get the job done. Research Analysts report to the President & CEO and the Projects Manager. The position is full time. It offers excellent health benefits and free parking. The starting salary is dependent on experience and capabilities. BGR's office is conveniently located in downtown New Orleans in historic Turner's Hall (Louisiana Humanities Center).

Key Responsibilities:

- Conducting objective, thorough research.
- Writing clear, fact-based analyses in the form of reports and releases.
- Monitoring and studying government agencies.
- Sharing information as needed with other analysts.

Critical qualifications and skills:

- Bachelor's degree required; master's degree preferred. Relevant fields include, but are not limited to, public policy, political science, accounting, journalism, economics, urban planning and law.
- Demonstrably strong writing skills.
- Experience conducting research and analysis.
- High ethical standards.
- Commitment to producing thorough, excellent work.
- Strong organizational and multi-tasking abilities.
- Ability to work under tight deadlines.
- Initiative and drive.
- Willingness to follow directions and work collaboratively as needed.
- Attention to detail.
- Ability to perform spreadsheet analysis (preferred).
- Familiarity with local government (preferred).

Interested? Please send a resume and cover letter to hwilliams@bgr.org by **Monday, December 19.**