



**Job Title:** Research Fellow

**Employer:** Resource Central; Boulder, CO

**Job Status:** Part-time 24-30 hours/week, January 2023 – June 2024, Non-exempt, Hourly

**Reports To:** Senior Water Program Manager

---

### **About Resource Central**

We're an award-winning nonprofit based in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our innovative programs in water, energy, and waste have helped more than 700,000 people improve their homes, conserve natural resources, and save money. Learn more at: [ResourceCentral.org](https://ResourceCentral.org).

*Candidates with a commitment to incorporating diversity, equity, inclusion, and accessibility practices and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds are encouraged to apply.*

### **Job Purpose**

Water is one of the most important issues facing Colorado – and we're looking for an energetic and organized team member to help expand our conservation programs and establish vibrant, Waterwise yards as the new norm in Colorado. The right candidate will gain real-world experience in a key sector of conservation. The Research Fellow will be tasked with helping to perform data collection, aggregation, and analysis for two of Resource Central's key water conservation programs, contributing to the creation of a valuable and substantive report in response to an awarded grant by the Colorado Water Conservation Board. We are continuously working to refine our reporting system and make the data more accurate and meaningful; this position has a unique opportunity to contribute to the process and outcome. This position requires meticulous attention to detail and the ideal candidate will have experience in data analysis, research, GIS, and at basic statistical methods.

This is a remote role in Colorado with great flexibility. The salary range is \$20-\$25/hour and Resource Central provides tremendous benefits including health, dental, vision, life insurance, a 403b retirement plan with match, generous paid time off and paid holiday offerings, wellness benefit reimbursement, a free bus pass, and more!

### **Principal Responsibilities**

The principal duties of this position include, but are not limited to, the following:

- Play a critical role in the research design, implementation, and validation of our water conservation program impact for our popular Garden In A Box and Lawn Replacement programs
- Run statistical analyses and produce technical reports
- Design and disseminate survey to research participants; analyze results
- Work in conjunction with team members and outside consultants to implement project deliverables
- Co-produce and write report findings; possibility of publishing
- Adhere to all project deadlines; provide needed updates for grant reporting

### **Qualifications and Requirements**

- Strong skills in Microsoft Office, especially Microsoft Excel. Proven experience working with and creating formulas, graphs, and statistical analyses

- Effectively identify and leverage information and resources necessary to complete efficient and thorough analysis
- Exceptional attention to detail
- Excellent organizational skills
- Self-motivated and driven
- Ability to work independently and in teams
- Effective writing and communication skills with experience in writing technical, research reports
- Cultivates a strong sense of diversity, equity, and inclusion

### **Desired Qualifications**

- Graduate-level research experience or actively pursuing a graduate-level degree preferred
- Knowledge of, or demonstrated interest in, waterwise landscaping or water conservation strongly desired
- Experience performing statistical analyses and writing technical reports
- Experience with GIS preferred

To apply please send a resume to [HR@ResourceCentral.org](mailto:HR@ResourceCentral.org) with the subject line "Research Fellow\_Your Name".

*Resource Central is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based on these grounds.*

*Resource Central is a 100% COVID-19 vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.*