



Research Data Coordinator

About Us

Located in Washington, DC, Greenwald Research is a leading custom research and consulting partner to the health and wealth industries that applies creative quantitative and qualitative methods to produce knowledge that helps companies stay competitive and navigate industry challenges. Through research insights, we help our clients deliver better solutions to customers (such as mental and physical wellness benefits) and find ways to solve big problems (such as improving the way people plan and save for retirement). Our knowledge of the health and wealth space, strong research methodology, and trusted partner approach enables us to answer strategic questions for our clients – and our people have been doing this since 1985.

Our Culture

We value real people and real data to drive real results.

- Quality and Integrity in our work
- Team approach
- Work-life balance
- Continuous growth mindset
- Open communication
- Professional and collegial atmosphere
- Client-first focus
- Connection & partnership

We support our people with:

- Generous paid time off
- Hybrid work environment
- Competitive health, dental, and vision offerings
- 401k plan with matching
- HSA employer contributions
- 100% employer-paid life insurance
- Tuition reimbursement

The Job

We are in search of a highly organized, communicative, and detail-oriented problem-solver to support the technical execution of market research projects from start to finish. You will work closely with the managing director and project managers and directors to support the day-to-day activities associated with sample list creation and quantitative research. Coordinators have visibility into all aspects of the research processes and technical operations, providing significant opportunity for professional growth. Strong communication skills and the ability to handle multiple tasks at once are paramount in this role.

People are the backbone of our business, including our employees and the people we collect insights from. Your job will be to support qualitative and quantitative research projects efficiently and according to company standards for quality, to help deliver real results that our clients can make sound decisions upon.

- You'll work with sample/lists in Excel and Access for the purpose of sending invitations to potential research participants.
- You'll effectively track sample sends, responses, and incentive administration in order for us to efficiently gain insights from our proprietary panels.
- You'll use your technical skills, creativity, and nimbleness to keep projects moving using organizational and communications skills to keep teammates informed of progress and issues.



- You'll get to see, hear, and learn how leadership interacts with clients and vendors to design and execute the technical aspects of research projects using the optimal qualitative and/or quantitative research techniques for each situation.
- Finally, you'll work with your supervisor to deepen your technical expertise.

About You

- Attention to detail
- Strong project management skills
- Team player
- Highly organized
- Proactive
- Creative technical thinking
- Ability to multitask
- Experience with database and list
- Strong technical, written, and verbal communication skills
- Creative problem solving
- Understanding of the research process

Requirements:

- Bachelor's degree
- Minimum of 3 years of experience working in a similar role
- Experience working with data in Excel, Access, and SPSS (or similar program)
- Experience deploying surveys in Qualtrics (or similar program)

Preference given to candidates who have: Experience with panel management. Experience with Voxco a plus but not required.

Job Responsibilities

- Work with sample/lists in Excel and Access for the purposes of sending invitations to potential research participants
- Update existing databases with survey responses
- Assist with recruiting and engagement of panel members
- Coordinate e-mail invitation process and reminder e-mails
- Fulfill survey incentive processing
- Program online surveys according to specs provided by project manager
- Test programming logic, text, and respondent experience of online surveys
- Monitor and troubleshoot during fielding of surveys
- Provide regular updates to project directors on project progress
- Download and create a data set from survey data
- Code verbatim responses to open-ended questions and pull representative quotes to add value to reports
- Assist with data merges and automated reporting across multiple platforms
- Assist with other project and technical operations work as needed
- Work with supervisors to identify areas of concentration; Develop technical expertise in area(s) assigned

How to Apply

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Send cover letter and resume to: [hiring@greenwaldresearch.com](mailto: hiring@greenwaldresearch.com)

www.linkedin.com/company/Greenwaldgreenwaldresearch.com

To apply, send cover letter & resume to:
[hiring@greenwaldresearch.com](mailto: hiring@greenwaldresearch.com)