



## Research 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

Research Coordinators support all day-to-day activities of research projects, including executing all aspects of project data management. Research Coordinators work closely with the managing director and project managers. This role has visibility into all aspects of research processes, providing significant opportunity for professional growth. Strong data management skills, attention to detail, and a proficiency with research technology 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.

### About You

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



## Requirements:

- Bachelor's degree
- Minimum of 3 years of experience working in a similar role
- College-level coursework in related field
- Experience working with data in SPSS, Excel, Access, and using web-based survey platforms required. Qualtrics and Voxco/Acuity desired.

## Job Responsibilities

- Execute research related tasks efficiently and according to company standards for quality, including engaging and monitoring internal resources, vendors, and communicating progress to project directors.
- Serve on cross-functional team for research technology (Voxco/Acuity, Qualtrics, or others as needed)
- Manage sample lists/databases, standardizing format, removing duplicates, and selecting sample to project specs or tracking progress of qualitative recruitment
- Load sample into survey collection software (Voxco, Qualtrics)
- Manage invitation process for mail and online surveys or qualitative screeners
- Manage data collection, including quota tracking, quality control, fielding updates, and incentives processing
- Process data using SPSS, Excel, Qualtrics, tab books, or other platforms
- Code verbatim responses to open-ended questions or qualitative transcripts
- Build and maintain dashboard field management and/or reports
- Assist with deliverable creation, including reports or data delivery
- Quality check client deliverables for accuracy
- May assist with managing, maintaining, or building client or company panels
- Assist with other research or technical tasks as needed

## 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)