



Job Description Title: Research Associate

About Catalist

Catalist is a matchmaking and measurement platform for companies and causes. Catalist's SaaS technology helps companies and causes find each other and measure their collective social and bottom line impact.

Our Core Values

ReThink. Some may call it Innovation, Disruption, a Breakthrough. We like to say that we rethink the status quo in order to effectuate social change – a type of change that is real and tangible. We are dedicated to creating solutions for companies and causes to ignite progress easier, quicker and more effectively.

Keep It Smart. We have one simple mission: to connect companies and causes. In order to achieve this simple mission, we must always keep our platform smart, thoughtful and relevant to our users. How we do that is deeply rooted in advanced technology, prescriptive methodologies and more data than any of us can handle.

Make It Easy. Our clients have big goals and even bigger hearts. But they are also busy and getting busier every day. At Catalist, we pride ourselves on creating stellar customer experiences that make connections for social change easy.

Position Summary

The Research Associate will join a dynamic research and development team, and report directly to Catalist's Chief of Staff. This position will support Catalist's product development through research and database expansion. This will involve quality control, the usage of various APIs and data integrations and applying deductive reasoning in the absence of absolutely clear data.

Essential Duties and Responsibilities

- Market research and benchmarking
- Database quality control and factchecking

- Systems usage and data integration to finalize the development of research database
- Perform additional duties as assigned and work with other managers, directors, executives, and departments as assigned.

Education and Experience

Bachelor's Degree required.
Successful track record with research projects.
1-2 years of work experience.

Demonstrated Abilities

Microsoft Office Suite experience.
Good understanding of the organization's strategic goals and objectives.
Strong documentation skills.
Keen attention to detail.
Proven analytical and problem-solving abilities.
Experience working in a team-oriented, collaborative environment.
Ability to follow clear oral and written instructions.
Ability to work independently with general instruction.
Must present a professional, business-like appearance and manner.
Must maintain confidentiality.
Ability to present ideas in user-friendly language.

Details & Compensation

This position is a full-time (40 hours/week), annual position starting as early as December 1, 2018
Compensation is competitive
Candidate would ideally live in, or be willing to live in Austin, TX (Catalist's Headquarters)

Application Information

Please send a cover letter, resume and salary requirements ASAP to:

Melanie Newell
Chief of Staff
Catalist
mnewell@gocatalist.com