



## Research Associate

### Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable urban transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on public transit, walking cycling, travel demand management, and sustainable urban development. More information about ITDP can be found at [www.itdp.org](http://www.itdp.org).

The Research Associate is a full-time position in the Washington, D.C. office working within the Research and Monitoring group. The group conduct strategic research and provides implementation guidance to decision-makers, as seen with the Bikeshare Planning Guide and TNC Policy Brief. The group also tracks progress on sustainable transport and urban development, as seen with the Indicators for Sustainable Transport and the Pedestrians First toolkit.

The Associate will lead ITDP's monitoring and indicators work to track progress on sustainable transport and sustainable urban development, developing and implementing new indicators at the city, regional, national, and international levels, including contributions to the Sustainable Development Goals (SDGs). The Associate will also lead the analysis and modeling of climate change impact and the geographic mapping of ITDP's work. The Associate will translate indicator and monitoring work into new reports and tools to enable decision-makers and other professionals to use new indicators in cities around the world.

The Research Associate will report to the Director of Research and Impact and will work with staff across all of ITDP's offices.

### RESPONSIBILITIES

- Develop and track indicators to measure progress on sustainable transport.
- Measure sustainable transport and conduct other analyses using GIS, spreadsheets and potentially SPSS.
- Develop and modify spreadsheet models to evaluate the impact of sustainable transport measures.
- Develop and author white papers, reports, articles, memos, blog posts, web content, talking points, infographics and other written materials to communicate work to peers, technical professionals, and decision makers.
- Perform data entry, cleaning, merging and database management tasks.
- Coordinate with field offices and external partners to collect and store required data.

- Conduct literature reviews.
- Assist with the preparation, proofreading, and editing of reports and other written material.
- Present research findings, tools, and publications at conferences and events and to news media.
- Other duties as assigned.

## REQUIRED QUALIFICATIONS

- Bachelor's degree
- 1 - 3 years of experience and/or post-secondary schooling
- Strong analytical skills with the ability to make connections, think critically, solve problems and synthesize information
- Ability to translate technical information into compelling reports and presentations for a non-technical audience
- Detail oriented and organized with strong planning and prioritization abilities
- Strong technical skills including GIS experience and strong proficiency in Excel & other spreadsheet software

## PREFERRED

- Interest in sustainable transport and international development
- Understanding of conditions in lower-income contexts internationally
- Proven ability to manage short and long term deadlines and conflicting priorities
- Proficiency in at least one other language, such as Spanish, Portuguese, Chinese, Bahasa Indonesia
- Statistical analysis (SPSS) experience
- Database experience (SQL or others)

**To apply please send a cover letter and resume to [jobs@itdp.org](mailto:jobs@itdp.org) with "Research Associate" in the subject line. No phone calls, please.**

*ITDP is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.*