

## **Delta Regional Authority - Research Fellow**

The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development. Together, the Federal Co-Chairman – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chairman, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

**JOB TITLE:** Research Fellow

**SUPERVISORY CONTROL:** This position reports directly to the Program Manager for Research and Workforce. This position will also indirectly report to the Chief of Staff.

**POSITION LOCATION:** Memphis, TN; Little Rock, AR; Clarksdale, MS; or other location in a DRA state

**JOB SUMMARY:** The Research Fellow will support the Program Manager for Research and Workforce with the development and implementation of the agency’s *Delta Research* initiative. The fellow will assist in the creation of institutional datasets leading to the development of tools and resources supporting existing and future economic and community development programs.

The fellowship is anticipated to begin June 7 and conclude on August 31, 2021 with the option to extend at the full discretion of DRA. Adjustments to this schedule will be considered on a case by case basis.

### **DUTIES AND RESPONSIBILITIES**

- Gathers data to meet specific project objectives by using various informational sources;
- Collects information and establishes a database to catalogue, update, and retrieve project data;
- Analyzes data to determine trends, discrepancies, or other specific departmental data maintenance issues;
- Create and format tables, charts, and maps into creative data visualizations;
- Prepares reports as needed;
- Support program manager by conducting background research on various topics, such as economic development, workforce development, business development, entrepreneurship;
- Collaborate with senior staff and members of the communications team to draft blogs, policy briefs, notes, and reports;
- Organize and attend meetings/conferences related to research priorities; and
- Perform other duties as necessary in support of the research program manager.

### **QUALIFICATIONS**

<b>Education</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree from a four-year accredited college or university.</li> <li>• Enrollment in a graduate field of study preferred.</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>• Proficient research and writing skills.</li> <li>• Proficient public speaking and communication skills.</li> <li>• Experience with Microsoft Office 365 and Google Workspace (formerly G Suite).</li> <li>• Experience establishing and/or maintaining databases.</li> <li>• Experience with GIS and mapping programs preferred.</li> </ul>
<b>Interests</b>	<ul style="list-style-type: none"> <li>• Community and economic development</li> <li>• Data collection and analysis</li> <li>• Spatial analysis</li> </ul>

### **OTHER REQUIREMENTS**

- Possesses knowledge of basic statistical methodologies.
- Excellent analytical, organizational, and interpersonal skills.
- Demonstrated work ethic and willingness to serve a range of duties and responsibilities.
- Keen attention to detail, ability to multitask, perform analysis, and meet deadlines.
- Comfortable working in a fast-paced, deadline-oriented, dynamic environment with multiple ongoing responsibilities and high expectations for quality of work.
- Independent worker, collaborative team player, and problem solver.
- Willingness to travel with notice, if needed.

### **PHYSICAL REQUIREMENTS**

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel throughout the eight states of the DRA Region on a case-by-case basis and in accordance with CDC guidelines as it relates to COVID-19

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

**COMPENSATION:** \$12/hour for 25 hours per week

**HOW TO APPLY:** Submit a cover letter, resume, and three references to [jobs@dra.gov](mailto:jobs@dra.gov) with the subject line: Research Fellow. Applications must be received by Friday, May 28th at 5:00 PM CT.