



OPINION
RESEARCH
& STRATEGY

POSITION DESCRIPTION

Job Title: Researcher

Location: Los Angeles, CA

THE OPPORTUNITY

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is looking to hire a full-time Researcher to join our team in our Los Angeles office. Applicants interested in working in our Oakland office will also be considered on a case-by-case basis, though filling the Los Angeles position is our current priority. (Expectations are that this person would work in the office a minimum of 50% of the time, with the flexibility to work from home, otherwise.)

This position is a great opportunity for those who are interested in pursuing a career in public policy and politics, providing a chance to participate in policy decisions, and develop a richer understanding of high-profile political campaigns at the local, state and national level. Those who successfully grow in this position will eventually find themselves leading research efforts, presenting research findings, and providing clients with strategic recommendations and guidance.

THE COMPANY

Since 1981, FM3 has specialized in providing public policy-oriented opinion research to guide Democratic political candidates, ballot measure committees, private sector corporations, non-profit organizations, and government agencies.

Our 25-person company (with offices in Oakland and Los Angeles) conducts as many as 300 surveys and 150 focus groups each year, focusing on federal, state, and local elections and issues including the environment; clean energy; housing; climate change; transportation; health care; education; public finance; drug policy; growth and development; and the particular implications of public policy for groups such as people of color, children and seniors. Sample clients can be found on our website: <https://fm3research.com/>.

RESPONSIBILITIES

FM3 Researchers work closely with senior members of FM3's research team on all aspects of quantitative research (e.g., surveys) and qualitative research (e.g., focus groups) conducted for our clients.

Specific responsibilities will include, but are not limited to:

- Conducting background research to inform survey questionnaire and focus group discussion guide design
- Reviewing and finalizing research instruments for fielding, and eventually writing initial drafts
- Using Census and voter database information to provide summary statistics of sample universes to inform sampling, survey quotas, and survey sample weighting
- Editing and creating codebooks for verbatim survey responses
- Preparing focus group materials and reviewing verbatim transcripts
- Directing FM3's Data Processing Team on compiling cross-tabulated survey results
- With assistance from senior research staff, directing FM3's Graphics Team on presentation of survey results
- Drafting research proposals/scopes of work
- Editing and proofreading proposals, memos and presentations
- Observing focus groups, public presentations (before city councils, school boards, etc.), and client briefings
- Keeping abreast of pertinent policy issues and changes in the local, state and federal political landscapes
- Contributing to the FM3's evolving methodological approaches to opinion research
- Assisting and supporting FM3 researchers as necessary, to ensure excellent client service.

REQUIREMENTS

- A Bachelor's degree is required, as well as either first-hand experience with electoral politics and public policy issues or a Master's degree in a public policy-related field
- Prior exposure to quantitative and qualitative opinion research
- Strong quantitative and qualitative analytical skills, with an attention to detail
- Ability to multi-task, show initiative and be a self-starter
- Excellent writing and verbal skills
- A high level of proficiency with Microsoft Word, PowerPoint and Excel
- Limited travel, most typically in-state
- Spanish language proficiency is preferred
- Candidates must have a strong character, ability to excel in a dynamic team environment, and a commitment to delivering exceptional client service, given that our work environment requires interdisciplinary problem solving, often on compressed timelines

COMPENSATION AND BENEFITS

The position will offer a competitive compensation package, with a base salary range of \$55,000 - \$75,000 (depending upon education, experience, qualifications, and location), annual individual and company performance-based bonuses, and full benefits—including medical/dental/vision insurance, paid parental leave, and company profit-sharing contributions to employee 401(k)s.

HOW TO APPLY

Send resume and cover letter (as a single document) to resume@fm3research.com with the subject line “FM3 Researcher Position.” Be sure to include details on where you heard about this position and why you feel you would be a good fit at FM3 in your cover letter.

FM3 is committed to diversity in its workforce. FM3 is an equal opportunity employer and ensures the promotion of equal opportunity for all persons employed or seeking employment, without regard to race, color, creed, national origin, sex, sexual orientation, age or disability status. Potential employees reflecting California's diversity are encouraged to apply.