

**Karen Karp & Partners – Part-time/flexible position Available**

**Title: Research Associate/Project Coordinator**

**KAREN KARP AND PARTNERS (KK&P)** is a growing, dynamic food and agriculture consulting company with two business units: Our *Good Food is Good Business* unit supports clients to plan, achieve, and evaluate programs and operations that integrate healthy food, regional food, and sustainability into food business and non-profit program operations. Our *Good People are Good Business* unit provides high impact expertise in analyzing organizational conditions and leadership alignment, and to bring strategic clarity to both small and large organizations to reach their potential. The firm works with five key business sectors: education, corporations, government, non-profit organizations, and small businesses. For additional information, please visit [www.kkandp.com](http://www.kkandp.com).

KK&P seeks a part-time **Research Associate/Project Coordinator** who will work with the President and KK&P's team of consultants to provide research assistance and overall support for a wide range of food industry and food systems related client-driven projects. The successful candidate is an excellent problem solver, an engaged self-starter, and a skilled and meticulous researcher, experienced in efficiently managing a wide range of research, coordination and project support tasks. This position requires an interest in and knowledge of food systems—including agriculture, food supply chains, food policy, the food industry, culinary arts, and education— as well as the capacity to connect ideas and information across food system sectors.

The position is project-based and will report to KK&P's Project Manager in charge of the assigned project(s). The Research Associate/Project Coordinator will be based in our New York City office located in the Flatiron District.

This position is part-time and flexible with assignments and hours TBD based on project needs. High performing candidates have the potential to grow this position into long-term opportunities with KK&P.

**Responsibilities**

- Provide excellent project support and research services to the KK&P consultant team.
- Collect, manage, synthesize and analyze data (as client needs/projects dictate).
- Research, write and edit portions of studies and reports, conduct stakeholder interviews and execute surveys.
- Troubleshoot and anticipate obstacles and come with recommended solutions.
- Regular communication with and reporting to Project Manager(s).



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## Requirements

- Bachelor's degree (enrollment in or completion of a relevant Master's program is a plus).
- 1-2 years of professional work experience in a related position.
- Outstanding interpersonal, communication, and writing skills.
- Meticulous attention to detail and accuracy.
- Strong sense of urgency, highly organized, outstanding time management skills, ability to effectively prioritize and to gracefully and seamlessly handle shifting priorities.
- Resourcefulness, entrepreneurial spirit, ability to creatively problem-solve, and capacity to pursue questions and/or take a task to its next logical step.
- Strong analytical skills, ability to synthesize diverse, voluminous and complex information (qualitative and quantitative).
- Ability to work effectively and autonomously, but ask excellent questions and know when to ask for guidance.
- Ability to work effectively in a fast-paced, results-oriented environment with a flexible and positive attitude.
- Fluency in Mac OS and Microsoft Office (Word, Excel, PowerPoint, Outlook) and online research.
- Experience/expertise in economics or GIS mapping is a plus.

Qualified candidates are encouraged to apply by sending a resume and cover letter to [jobs@kkandp.com](mailto:jobs@kkandp.com). Please include "Research Associate" in the subject line. Qualified candidates will be contacted by phone or email. Computer literacy test and background checks are part of the application process for final candidates for positions at Karen Karp & Partners.

**KK&P** is an Equal Opportunity Employer.