The Municipal Research and Services Center (MRSC), a nonprofit located in Seattle, seeks an experienced full-time research analyst and writer. This position is responsible for conducting research and analysis for the purpose of developing website content on a variety of local government issues of interest to Washington local government officials and staff. Leads content development projects and works with communications staff to ensure that website content is accurate, current, clearly written, and easy to find. Provides recommendations for the overall strategic direction of the website and other communication channels as a whole, and their promotion. Works independently under the general supervision of the communications manager.

This position is based in Seattle with the option of up to 100% remote work from a home office within Washington State with the exception of quarterly team-building events and other occasional activities.

**PRINCIPAL DUTIES**

- **Research Analysis and Writing.** Independently conduct legal and policy research and analysis on a variety of complex issues. Write new or updated web content based on the research, collaborating with internal staff and external partners as appropriate.
- **Content Development Project Management.** Lead content development projects from start to finish with a high level of authority in the content development decision-making process, in alignment with annual work plan goals.
- **Website Content Strategy.** Collaborate with the communications team to plan, develop, improve, and maintain website content to ensure that it can be easily found, read, and understood by MRSC customers. Identify and implement improvements to website navigation, search system, and other features.
- **Website Content Maintenance.** Ensure web content is kept current, accurate, and adheres to MRSC’s style guidelines and quality standards. Edit content written by other staff members on a wide variety of topics for inclusion in topic pages, publications, and other web resources.
- **Sample Document Analysis.** Assist the librarian and the communications and research analyst in identifying, evaluating, and analyzing local government documents for the Sample Document Library in collaboration with consultant staff as needed.
- **Website Analytics Monitoring & Data Analysis.** Conduct detailed analyses of pageviews, search terms, trends, and other usage data to inform decision-making. Manage and monitor website analytics.
- **Communications Activities Monitoring & Analysis.** Measure and report on the effectiveness of communications activities to inform decision-making, such as producing the annual website commerce report, and quarterly topic page progress reports.
- **Blog Writing.** Depending on experience, potentially draft several blog posts per year regarding website resources, or other topics as needed.

**REQUIRED QUALIFICATIONS**

- Minimum of 4 years prior professional research experience, preferably at a governmental, nonprofit, educational, or research institution, or a combination of related education and experience.
- Excellent research, writing, and oral communication skills, including ability to convey complicated information clearly and concisely to audiences with varied levels of expertise.
- Ability to prioritize work, meet deadlines, and manage several projects simultaneously.
- Ability to work well independently with minimal supervision, and as part of a team.
PREFERRED QUALIFICATIONS

- Knowledge and understanding of public policy, or legal topics, including ability to research and analyze local policies and state law.
- Familiarity with different types of communications channels, including blogs, webinars, e-newsletters, social media, and surveys.
- Familiarity with content management systems, such as Kentico or WordPress.
- Familiarity with communications data tracking and analysis, such as Google Analytics.
- Knowledge of HTML and CSS.

COMPENSATION AND BENEFITS. The salary range is $79,076 to $111,498, with the starting salary up to the midpoint of the range depending on qualifications and experience. In addition to a rewarding work environment, MRSC offers excellent benefits including:

- Tax Sheltered Annuity (TSA) retirement savings plan with an MRSC contribution of 7.5% of gross earnings
- 100% Medical premium for enrolled employees, 50% for spouse/domestic partner, and 80% for qualified dependents
- 100% Dental and vision premium for enrolled employees and dependents
- Optional flexible spending account
- ORCA Card transit pass
- Learning and development support
- Paid vacation and sick leave
- 11 Paid state holidays plus 2 floating holidays
- Wellness program incentive
- Home internet reimbursement ($25 per month)
- $600 Home office setup allowance

ABOUT MRSC. MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, non-partisan, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues. Learn more at mrsc.org.

MRSC’s TEAM. Our 26-person team includes attorneys, policy and finance experts, local government professionals in planning and public works, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented, collaborative basis. MRSC’s Guiding Values and Principles.

INCLUSION. Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, caste, or other characteristics protected by state or federal law or local ordinance.

TO APPLY. Please submit a letter of interest and resume to Aimy Enriquez at aenriquez@mrsc.org. This position is open until filled. To be considered for the first review, submit application materials by June 26 at 5:00 PM.
MRSC is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Aimy Enriquez, HR Coordinator at aenriquez@mrsc.org or 206-625-1300 x125.