

ASSOCIATE

DECEMBER 2025

Full-time Position Salaried - Exempt

Reports to: CEO

Summary of Firm

Corona Insights provides market research, evaluation, and strategic consulting services to purpose-driven organizations. Our mission is to illuminate pathways to greater impact for our clients. We assist government agencies, nonprofits, and private organizations to improve the delivery and effectiveness of their social policies, services, and products. Our work spans sectors and topics, but is primarily focused on human services (e.g., housing, workforce training, food assistance), public health (e.g., organ donation, vaccination, health insurance, tobacco prevention), education, transportation, arts & culture, and the interconnections between people and systems.

We engage with a diverse array of topics, clients, and communities; therefore, we seek employees who have diverse perspectives and life experiences that can bring a richer and more accurate lens to our work. We hire infrequently due to high employee retention but are adding to our team in 2025.

We are seeking candidates who are intellectually curious, critical thinkers who desire to work on our wide variety of projects that seek to help community organizations thrive. You do not need to meet all criteria to apply. Tell us in your application materials why we need you on our team and what excites you about this opportunity. We seek those with a desire to learn, and we will provide training, development, and support.

Our team is known for our “big brains and bigger hearts.” We respect each other, enjoy our work, and like helping our clients as they make the world a better place. That’s why we come to work every day. And although we are professionals, we don’t take ourselves too seriously - don’t be surprised if you stumble upon a company debate about best podcasts, see our CEO wearing sandals, or hear coworkers planning a board game night.

To learn more about us, please visit our website at www.coronainsights.com.

Summary of Position

The Associate provides a combination of research, analysis, and consulting services in English to Corona’s customers. The Associate will work on multiple projects at once, with different combinations of team members on each. The Associate must keep team members informed about project status, assist other team members upon request, and complete tasks correctly and on time. This position will have as its primary responsibilities:

1. Execution of quantitative research and analysis
 - a. Designing survey instruments, programming in online survey software, and testing
 - b. Developing and implementing sampling plans
 - c. Executing research, including coordinating with vendors and monitoring data collection for mail, online, telephone, and intercept surveys

- d. Conducting basic demographic research using U.S. Census data and other public databases
 - e. Monitoring and analyzing data for quality control purposes
 - f. Analyzing and interpreting collected data, including conducting statistical analysis and constructing weighting factors for survey respondents
- 2. Participation in all steps of culturally-competent research, evaluation, and strategy projects
 - a. Writing proposals, including work scopes, timelines, and budgets
 - b. Participating in interviews with prospective clients
 - c. Designing and facilitating meetings with clients
 - d. Executing social science research, including surveys, focus groups, interviews, observations, literature review, and analysis of publicly-available data sources
 - e. Writing reports and producing other client-facing materials
 - f. Preparing and delivering presentations of findings
- 3. Development of your professional role as a consultant and member of a firm
 - a. Participating in networking activities
 - b. Writing blogs for our website
 - c. Joining professional organizations
 - d. Participating in training and other professional development
 - e. Engaging in other business development activities
 - f. Participating in internal meetings about project work, skill development, and administration of the firm
 - g. Partaking in firm-wide celebrations, team-building activities, strategy sessions, and special projects

Qualifications

- > Education – Undergraduate degree in social sciences, business, or other analytical discipline, with training in quantitative research and analysis methods
- > English Language Proficiency – Able to read, write, and communicate fluently in English
- > Technical – Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook). Experience using social science research software.

Skills Needed

- > Strong self-management skills, with ability to juggle multiple priorities, manage resources, and meet deadlines
- > Strong professional communication skills, with ability to write clearly and concisely, present publicly, and speak diplomatically with clients and coworkers
- > Familiarity with quantitative and qualitative research methods, with an emphasis on quantitative methods including surveys
- > Ability to synthesize data to craft clear and compelling findings that answer key research questions
- > Ability to prepare polished deliverables such as graphs, tables, or other visuals; written reports; and PowerPoint presentations

Core Competencies Needed

- > Analytical and Conceptual Thinking – Apply critical thinking and logical reasoning. Synthesize complex or diverse information. Understand abstract concepts, see patterns, and make connections between disparate ideas to generate new ideas and deeper understanding.

- > Listening and Empathy – Seek and understand the point of view of team members, clients, partners, and research participants. Build rapport with others. Show compassion and appreciation for others.
- > Quality Management – Be conscientious. Be attentive to detail. Demonstrate accuracy and thoroughness. Look for ways to improve and promote quality. Work with integrity and high ethical standards.
- > Continuous Learning – Strive to continuously build knowledge and skills and implement new tools and techniques. Share expertise with others. Be open to learning from others.
- > Proactive Problem Solving – Identify potential challenges, generate alternative solutions, look for opportunities, take initiative, and communicate with team members about challenges, solutions, and opportunities.

Salary

The annual salary range for this position is \$64,000 - \$77,000, commensurate with experience. Employees are paid twice each month.

Benefits

We believe happy employees make better employees. In addition to salary, Corona Insights offers very competitive benefits:

Employer paid health, dental, & vision insurance	Annual wellness benefit	Tuition reimbursement
Life and disability insurance	Annual professional development budget	Flexible schedule/workplace
401k with 4% employer match	Paid time off (starting at 3 weeks and maxing at nearly 6 weeks)	Company holidays (10), plus Christmas week
Profit sharing program	Paid volunteer time program	Monthly team lunches & outings

Work Environment and Location

This job operates primarily in a professional office environment. We expect this job to be performed from our Denver office at least 1-2 days per week, with the option to work from home or the office on other days. New hires will be expected to work in office more frequently, up to every workday, for the first one to three months. A successful candidate from outside the Denver area will be expected to relocate to the Denver area.

Expected Start Date

On or about February 2, 2026, sooner if possible.

Diversity Statement

Corona Insights values the diverse perspectives and life experiences of our team members. People from underrepresented groups, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to age, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or veteran status.

Physical Demands

General office environment. Most hours spent sitting and operating a computer, phone, printer, and other office machinery. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. May also have to do some light lifting of supplies and materials from time to time.

Position Type and Expected Hours of Work

This is a full-time, exempt position. Variable work hours are required as job duties demand. The types of commitments associated with this position periodically fall outside of normal working hours.

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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How to Apply: For confidential consideration, please submit the following materials to coronajobs@coronainsights.com or online at <https://www.coronainsights.com/contact-us/join-our-team/>. No telephone calls.

1. Resume
2. In place of a cover letter, please respond to the following 3 questions in no more than 1,000 words total:
 - a. Why do we need you on our team?
 - b. What excites you about this position?
 - c. What is your proudest accomplishment when it comes to using data to answer an important question or guide a decision?