POSITION TITLE: Research Assistant

REPORTS TO: Economic Policy Director

LOCATION: Washington, DC

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC, that creates ideas that improve the socioeconomic status and civic engagement of Black communities. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center is focused on diversifying congressional staff, the future of work in Black communities, and developing a policy incubator that explores emerging challenges that confront Black communities.

POSITION SUMMARY

The Research Assistant will assist the Joint Center’s Economic Policy Director and Senior Fellow of Diversity & Inclusion in conducting research and public education on various economic and political topics of importance to Black communities. The person will be responsible for assisting Joint Center researchers in a variety of non-administrative tasks, including preparing and maintaining datasets, creating graphs and figures for reports, and providing other support in a detailed and highly accurate manner. The preferred candidate will have the knowledge and oral/written communication skills to discuss and document research progress and will have demonstrated strong organizational and interpersonal skills. The Research Assistant will be expected to work independently and accurately. The person will also need to resolve technical issues that may arise during the research process.

We prefer someone with experience working with various datasets and assisting with data visualization. The Research Assistant must be open to working in a startup-like environment. Previous research experience at a think tank or other research organization is a plus.

KEY ROLES & RESPONSIBILITIES

- Assists with academic and policy research, data collection, and visualization on economic and political topics related to Black communities, including congressional staff diversity, the future of work, and various challenges that confront Black communities.
- Assists with fact-checking, editing, and preparing reports and other materials.
- Conducts background research and literature reviews.
- Meets regularly with supervisor to discuss research assignments.
- Manages and replies to project-related correspondence in a timely manner.
- Prepares presentations and data visualizations such as graphs, figures, or infographics.
- Performs routine clerical duties as needed.
▪ Performs other duties as assigned.

MINIMUM REQUIREMENTS

▪ Bachelor’s Degree Required.
▪ **Demonstrated Research Experience:** The successful applicant will have some research experience, preferably at a think tank or similar research organization, an understanding of research methods, and the ability to maintain various datasets.
▪ **Commitment to Community and Collaboration:** The successful candidate will have a keen interest in the advancement of Black communities and an ability to collaborate closely with organizations that serve Black communities. She or he will also have an ability and willingness to collaborate closely on projects of mutual interest with organizations from other communities that advocate for people of color, as well as organizations that work on improving the functioning of Congress.
▪ **Attention to Detail:** The ideal candidate will show a commitment to accuracy and rigor and will demonstrate a high level of attention to detail.
▪ **Organized and Responsive:** The successful candidate will be highly organized and able to juggle multiple projects while remaining responsive to deadlines.
▪ **Team Player:** An ability to participate in teams—including a willingness to circulate widely, communicate openly, and listen to and learn from others—is a valued part of the Joint Center culture.
▪ Excellent judgment and ability to follow through on tasks.
▪ Outstanding interpersonal skills, tenacity, flexibility, and resilience.

HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position, a resume listing relevant qualifications, and a short (3-5 page) writing sample as one document to the Joint Center at recruiting@jointcenter.org in PDF format with “Research Assistant” in the subject line. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

JOB-TYPE, SALARY & BENEFITS

This is a full-time position based in Washington, DC. The salary for this position is generous relative to comparable positions and comes with an excellent benefits package that includes health, vision, dental, life insurance, and an employer-match 401(k).

*The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.*