



Research Assistant

Core Function Contribute to the research efforts of the Afterschool Alliance, with a part-time focus specifically on science, technology, engineering and math (STEM) in afterschool.

Summary This position provides a college graduate with an excellent opportunity to gain significant experience with nonprofit research responsibilities in a fast-paced, well-functioning team environment. Under guidance of the Director of Research and the STEM Manager, the Research Assistant will support the overall and STEM-specific research activities of the Afterschool Alliance, including, but not limited to, extensive writing opportunities synthesizing and translating research materials into user-friendly products. (S)he will work closely with the research and STEM teams.

- Responsibilities & Tasks**
- Read, analyze and translate dense research and evaluation findings into easily accessible materials for a non-expert audience.
 - Learn Salesforce to both track evaluations of afterschool programs and maintain our evaluations database, including STEM & non-STEM programs.
 - Assist with content for the research and STEM sections of our website.
 - Maintain updated [state fact sheets](#).
 - Write research and STEM-related blog posts for the [Afterschool Snack](#).
 - Assist in the translation of research to communications and policy strategy by supporting a national STEM working group led by the Afterschool Alliance, which will include administrative responsibilities.
 - Support the development of new program profiles, like those in our [STEM program profiles](#), and keep current profiles updated.
 - Support planning and coordination of our annual advocacy day, the *Afterschool for All Challenge*, especially sessions on research and STEM and related materials development.
 - Attend events, briefings and meetings in order to inform Afterschool Alliance research and policy initiatives.
 - Other duties as assigned, including, but not limited to support on Afterschool Alliance webinars and other field outreach activities.

- Knowledge, Skills & Abilities**
- Strong research, writing and editing skills
 - Ability to accurately synthesize and translate complex research for a target audience
 - Interest in how research supports policy
 - Comfortable producing a variety of written content, ranging from blog posts to formal reports
 - Organized and detail-oriented
 - Strong planning skills

- Manage multiple projects in different departments; identifying priorities and meeting deadlines
- Ability to work both independently and as part of a team

- Minimum Qualifications**
- Bachelor's degree required
 - Strong passion and commitment to afterschool and youth development
 - Interest in issues around STEM education
 - Excellent research and writing abilities
 - Interest in the intersection of research and policy

Classification Full-time, non-exempt

Schedule 40 hours per week

How to Apply To apply, send your cover letter, resume and salary expectations to info@AfterschoolAlliance.org

The Afterschool Alliance reserves the right to update position description and responsibilities as needed.

The Afterschool Alliance is an Equal Opportunity Employer.