



## **JOB ADVERTISEMENT**

Research Associate  
May 2024

### **THE OPPORTUNITY — ABOUT THE AFTERSCHOOL ALLIANCE**

Join a dynamic, mission-driven team working to provide kids equal access to afterschool and summer programs, helping kids learn and grow, and giving working families peace of mind when school's out. We've worked to ensure 7.8 million children have fun, engaging programs after school, but there are 25 million more children waiting to get in a program.

### **POSITION SUMMARY**

We are seeking highly-qualified applicants for a Research Associate position, which will be a good fit for applicants with a strong interest in youth development and a deep appreciation for the role of research and data in supporting and advocating for high-quality afterschool programs. You will be contributing to an array of influential research projects at the Afterschool Alliance, the most central of which is the highly cited America After 3PM study, a large-scale survey of parents of school-aged children. This research plays a critical role in helping us communicate the impact of programs and expanding quality afterschool, before school, and summer programs nationwide, with a focus on advancing equitable opportunities for young people. The role holder will be a key contributor to the Research team.

### **Major Roles + Responsibilities**

- Analyze and synthesize survey and polling data, translating findings for policy and advocacy audiences, and applying data in creation of new tools/resources
- Conduct literature reviews and landscape scans, with the ability to summarize findings effectively
- Assist in the development, writing, and production of blogs, fact sheets, issue briefs, and reports
- Read, analyze, and translate dense research and evaluation findings into easily accessible materials for a non-expert audience
- Provide research lens to messaging and communications materials developed by communications team
- Assist with content for the research section of our website
- Support the planning and coordination of our annual advocacy day, the Afterschool for All Challenge
- Attend events, briefings, and meetings in order to inform Afterschool Alliance research initiatives
- Maintain an external evaluations database
- Represent the Afterschool Alliance in presentations at education-related conferences

- Other duties as assigned including, but not limited to support on Afterschool Alliance webinars and other field building activities

**Qualifications:** The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement. Candidates should have:

- Minimum 3 years of experience working in a role that includes research-related responsibilities (*3 years' experience with research could include working on a PhD thesis*)
- A grounding in youth development principles
- Strong research and analytical skills: ability to analyze technical information and data and accurately synthesize and translate complex research, including public opinion research
- Strong writing skills: comfortable producing a variety of written content, ranging from blog posts to formal reports and able to convey complex information to a variety of audiences, including federal, state and local policymakers, researchers, advocates, and the public
- Strong communication skills: ability to clearly and effectively communicate ideas verbally, through writing—creating key findings and recommendations, and through visualizations—such as tables and charts
- Excellent attention to detail, highly organized, accurate, and responsible
- Commitment to the afterschool and out-of-school learning spaces

**This position could be a good fit for you if...**

- You are interested in translating and using research for advocacy and advancing public policy to increase opportunities for young people
- You are comfortable working with large data sets
- You are extremely collaborative and can work with teams as well as independently
- You are comfortable with doing behind-the-scenes work
- You are curious and interested in exploring new ideas and think outside the box
- You have the ability to multitask, identify priorities, and meet deadlines
- You are willing to pitch in and help wherever needed to support the organization

**Hours per week:** 40 hrs. This position is based in Washington, D.C.; in-office attendance is not required every day but the successful candidate will be expected to come into the D.C. office a minimum of one to two days a week and be available to attend D.C.-based meetings as required. Hence fully remote work applications cannot be considered for this role.

**Employment type:** Full time, regular, exempt from overtime provisions. *We also welcome candidates who are eligible for a rotation from their current position at a university or government agency.*

**Compensation:** The salary band for this role is \$60,000-\$75,000, the exact level will be commensurate with experience. We offer excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules. The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement.

**To Apply:** Please send a cover letter, resume, and three professional references to [HR@afterschoolalliance.org](mailto:HR@afterschoolalliance.org). In the subject line type "Research Associate 2024." Review of application materials will begin June 17, 2024, and will continue until the position is filled.

*The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

***The Afterschool Alliance is an Equal Opportunity Employer.***

Equal Opportunity Employer Statement

*The Afterschool Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, ethnicity, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*