JOB ADVERTISEMENT
Research Associate
November 2023

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 a Research Associate who has a strong interest in youth development and has 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 that includes the highly cited America After 3PM reports; surveys of voters, parents, and afterschool providers; and studies to gather data on programs at the intersection of STEM with civic engagement and youth leadership. 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 work closely with the Research and Collective for Youth Empowerment in STEM & Society (CYESS) teams.

Major Roles + Responsibilities

- Support major research efforts, which can include conducting literature reviews and landscape scans, assisting in the development and production of publications, and leading interviews with various stakeholders
- Support the development of the CYESS research and evaluation agenda, including working with the research and evaluation consultants and the data and evidence working group for CYESS
- Read, analyze, and translate dense research and evaluation findings into easily accessible materials for a non-expert audience
- Write a wide range of materials, including fact sheets, blog posts, website copy, social media posts, and more
- Analyze and synthesize survey and polling data, translating findings for policy and advocacy audiences, and applying data in creation of new tools/resources
- Provide research lens to messaging and communications materials developed by communications team
- Assist with content for the research and CYESS sections 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- and STEM-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
- Interest in afterschool and informal STEM learning approaches, with a preference for familiarity with both
- Interest in youth-centered approaches to learning and community engagement
- 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
- Extremely strong research and analytical skills: ability to analyze technical information and data and accurately synthesize and translate complex research including public opinion research
- 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
- Previous data visualization experience is highly desirable, but not required
- Technological savviness and willingness to learn new systems and software as needed
- 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
- 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’re 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 DC office a minimum of one to two days a week and be available to attend DC-based meetings as required. Hence fully remote work applications cannot be considered for this role.

**Employment type:** Full time, regular, exempt from overtime provisions

**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. In the subject line type “Research Associate 2023.” Review of application materials will begin Dec. 4, 2023, 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.*