

**EQUITY**

**FORWARD**



## **EQUITY FORWARD JOB DESCRIPTION**

**Position:** Research Assistant  
**Location:** Remote - United States  
**Status:** Exempt, Full-time  
**Reports to:** Project Director

### **Position Summary**

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Equity Forward, a project of the Hopewell Fund, is looking for a Research Assistant to conduct research on reproductive health issues. The ideal candidate will have a background in political research and a commitment to protecting reproductive rights.

The Research Assistant will be an integral member of the project's core team. The position requires excellent written and verbal communication skills, the ability to think strategically, incredible attention to detail, and strong organizational skills. A flexible personality, sense of humor, and positive attitude are also essential.

This position is remote and can be performed from any location in the United States but requires adherence to East Coast work hours. The salary for this position is \$60,000 with a comprehensive health benefits package. This is a grant-funded position for one year (though the hope is that additional funding will be obtained to extend employment thereafter).

### **Essential Responsibilities and Tasks**

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- Conducting public records research including: drafting, sending and tracking FOIA/RTK/Sunshine requests and productions
- Reviewing public records we receive and compiling public records reports
- Conducting news, internet, and database searches to inform these reports
- Clearly reporting research findings to senior staff both orally and in written form
- Working with research team to generate new public records ideas
- Assisting project director with research work with partner organizations
- Working as part of a team to produce research reports, fact sheets, and blog posts on reproductive health issues
- Other duties as assigned

### **Required Experience, Knowledge, and Skills**

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- This is an entry level position (or less than 2 years of full-time work experience).
- The ideal candidate will have experience (this may include internships) in political research or related fields. This could include academic research, political advocacy, campaign, policy analysis or public policy research, and/or experience on Capitol Hill or in state government;
- Excellent verbal and written communication skills;
- Smart political judgment and discerning eye;
- Ability to work independently and juggle competing priorities and strict deadlines;
- Proven track record for being a self-starter;
- Attention to detail;

- Commitment to reproductive health and human rights

### **Preferred Experience, Knowledge, and Skills**

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- Professional research experience in a similar position or as an intern working in political advocacy, campaigns, and/or government
- Experience analyzing financial reports and disclosures
- Knowledge of state and federal government systems
- Ability to travel periodically (when it is safe to do so)

### **How to Apply**

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Email cover letter and resume to [info@equityfwd.org](mailto:info@equityfwd.org) with “Research Assistant Applicant” in the subject line.

### **Hopewell Fund Careers**

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Equity Forward is a project of the Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The Hopewell Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The Hopewell Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.