



Research Associate or Research Specialist

AFREF has been called “the leading voice for Wall Street accountability” in Washington.

AFREF played a leading role in winning passage of the Dodd Frank Financial Reform law and the creation of the Consumer Financial Protection Bureau, and we are driving the fight for broader transformations of the financial system to advance economic, racial, and social justice. AFREF’s staff develops plans and strategies in collaboration with a coalition of more than 200 consumer, civil rights, labor, community-based, and other organizations, along with academics and policy experts.

We are seeking a **Research Specialist** who will contribute to advancing AFREF’s agenda to transform the financial system to build a more racially and economically equitable society. They will work with the research team to develop tactical reports and materials and provide strategic research support for AFREF’s fast-paced policy advocacy efforts and campaigns.

Job responsibilities include:

- Develop, research and write reports, white papers, fact sheets, policy memos and other written research products;
- Create materials that effectively present and explain research findings and other related AFREF work including presentations, one-pagers, web content, blogs, etc.;
- Respond to information requests and landscape analysis needs from colleagues and coalition partners;
- Monitor relevant news, industry, and government activity including research and policy papers, government reports, and congressional hearings;
- Participate in planning meetings to develop and execute research products with colleagues and coalition partners;
- Maintain accurate records and materials necessary to support high-quality citations and sources; and
- Other research and policy analysis as needed to support the work of the research team and the organization as a whole.

Requirements and Skills:

- Highly motivated self-starter with commitment to economic, racial, gender, and climate justice;
- Demonstrated ability to drive results with a diverse team of colleagues and allies;
- Ability to reflect on one’s own performance, and give and receive constructive and direct feedback;
- A commitment to developing one’s skills and finding opportunities to learn;
- Demonstrated skills in research, and familiarity with qualitative and quantitative data sources;
- Strong written, verbal and visual communication skills;

- Proficiency with MS Office software (Excel, Word, PowerPoint), and Google Suite, and commitment to developing additional data management skills and learning new software;
- Detail-oriented with sound judgment and proven time management; ability to be prepared, on time, and responsive in a fast-paced fluid work environment with multiple projects and priorities;
- Effective and appropriate communication with partners, staff, consultants, and supervisors.

Ideal candidates will:

- Have a minimum of two years of experience supporting community organizing, policy, and/or advocacy campaigns through research;
- Have experience developing comprehensive strategies for the use and promotion of research deliverables;
- Have a curious, creative, and persistent drive to uncover entrenched economic power with an interest in learning about and working on issues related to Wall Street, financial regulation, fossil fuels and climate change, and consumer protection; and
- Be comfortable working collaboratively and independently, including as a team player in a large and diverse group of staff and partners.

Compensation:

Annual salary range: Research Associate \$55,000 - \$65,000, Research Specialist \$68,000 - \$78,000 commensurate with experience. Generous benefits, including medical, dental, vision, and 401K.

Location: AFREF's offices are located in downtown Washington, DC. The Research Associate position is open for full-time remote or hybrid in-office work arrangements.

How to apply:

Please send a resume, answer the questions pertaining to your interest in this position, and submit two writing samples (ideally, related to AFR's mission or to the job responsibilities outlined above) via our [candidate portal linked here](#). Please do not use AI tools for your application responses or writing samples. AFREF may check these materials for AI use.

Applications are due **Friday, September 22, 2023**.

AFR Education Fund is committed to a workplace that reflects diversity defined broadly and where the talent, skills and uniqueness of each staff member are respected. We are committed to a policy of equity for all employees and to equal opportunity for all applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, family responsibilities, and disability.