Policy and Research Assistant (State Work Study position)

<table>
<thead>
<tr>
<th>Time</th>
<th>12-19 hours per week</th>
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<tbody>
<tr>
<td>Duration</td>
<td>January 2020 – June 2021</td>
</tr>
<tr>
<td>Stipend</td>
<td>$16/hour</td>
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Reports to Associate Director of Research and Technology

Job Description

Work at a non-profit!
Join a small team that’s committed to supporting Washington’s college students. We’ll help you learn more about a career in the not-for-profit world. The Policy and Research Assistant is perfect for public affairs and business analytics majors. Our Policy and Research Assistant will help us track and analyze legislative and policy proposals and implement new data systems. This position will be involved in team projects and administrative tasks.

You will learn the basics of policy analysis while gaining experience in team work in service to organization goals.

Minimum Qualifications:
• Interest in working at a not-for-profit membership association
• Proficient in Word, Excel, and social media platforms
• Solid communication and analytic skills
• Strong work ethic, with record of attention to detail and accuracy
• Ability to work 12-19 hours/week

Qualifications

Interest in working at a not-for-profit membership association; Proficient in Word, Excel, and social media platforms; Solid communication and analytic skills; Strong work ethic, with record of attention to detail and accuracy; Ability to work 12-19 hours/week

To Apply

Send an e-mail to jobs@ICWashington.org including:
- Cover letter indicating reason for interest
- Resume
- Two references