



ACLS Leading Edge Fellowship

Position Title:	Research Manager
Organization:	Asian Americans Advancing Justice AAJC
Location:	Washington D.C. OR Remote
Stipend:	\$66,000 in year one, \$70,000 in year two, plus health insurance, \$3,500 per year in professional development funding, and up to \$5,000 for relocation costs
Start Date:	September 2023

ORGANIZATION DESCRIPTION

[Asian Americans Advancing Justice | AAJC](#), founded in 1991 and based in Washington, DC, works to advance the human and civil rights of Asian Americans and build and promote a fair and equitable society for all. To achieve our mission, we engage in policy advocacy, research, public education, community capacity building and mobilization, and litigation strategies. Thus, we advance public policies that enable Asian Americans and other vulnerable communities to reach their full potential and address unfair and discriminatory structures that systematically deny these same communities their civil and human rights.

POSITION DESCRIPTION

Advancing Justice | AAJC seeks a Research Manager to contribute their scholarly training to our research team, which supports the organization's Policy and Programs Department through rigorous, fact-based research. In addition to providing general and responsive research support, the Research Manager will design and carry out projects that address the unique issues facing the Asian American community. Possible research topics include (but are not limited to) the census, voting rights, anti-Asian hate, affirmative action, technology/telecommunications, immigration, anti-racial profiling, or education. The Research Manager will report to the Assistant Director of Research.

The Manager will research and write community and policy-specific research products. These could include (but are not limited to) voter surveys, demographic reports, and issue briefs. Through these projects, they will promote a better understanding of Asian American communities by producing accessible written products, bringing the latest quantitative and qualitative research on Asian Americans to community, policymaker, and general audiences. They will use stories and craft compelling narratives that increase the visibility and understanding of Asian Americans as an integral part of the fabric of America. Furthermore, by forging and maintaining excellent relationships with legal, advocacy, and community groups in the civil rights and Asian American communities, the fellow will maximize our ability to produce original, in-depth research aimed at advancing solutions to the most pressing racial and social justice issues. Stakeholders across the nation utilize this research, allowing individuals and organizations to better respond to and serve our communities.

The Research Manager will simultaneously gain project management skills by overseeing these different projects, from planning and implementation to publication and debriefing. They will craft detailed and organized project plans and communicate deadlines and deliverables to internal and external stakeholders, including outside consultants. They will assist the Communications team with marketing final products, such as crafting talking points, writing op-eds, or drafting press releases. The Manager will be encouraged to think boldly and creatively about how to share the results of research most meaningfully, including holding webinars or in-person convenings to publicize their work.

This position is *only* available through the Leading Edge Fellowship program.
You may *not* contact the host institution to inquire about this position.

This is an exciting opportunity for a Research Manager to join an organization with growing research needs and potential for innovative interdisciplinary approaches to leveraging research in advocacy. They will serve as a thought partner to the Assistant Director of Research to craft research priorities for the organization. The Research Manager will develop and implement scholarship-activism projects that address the organization's research needs while drawing on the fellow's own areas of expertise. At Advancing Justice | AAJC, the fellow will apply their academic training to the most pressing social justice issues of our time, and advance the state of the field while simultaneously making dense, academic debates accessible and relevant to wider audiences. And they will share the knowledge they've gained while advancing the civil rights of Asian Americans with the scholarly community, de-centering the academy as the locus of knowledge and helping to democratize access to information. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

Responsibilities and Tasks:

- Provide general research support to Advancing Justice | AAJC's Research team on timely topics, including anti-Asian hate, education, immigration, voting rights, etc.
- Research and write policy-specific research products such as voter surveys, demographic reports, and issue briefs.
- Manage and oversee projects from planning to publication.
- Build and maintain excellent relationships with partner legal, advocacy, and community groups.
- Contribute to community education materials; provide technical assistance to community-based organizations nationwide and identify areas for potential joint efforts with state and local partners.
- Produce external-facing research products including reports, issue briefs, congressional testimony, agency comments, legal briefs, blog posts, talking points, press releases, and other research deliverables as requested by the Assistant Director of Research.

Qualifications:

- PhD in any field of the humanities or humanistic social sciences. Read more about eligible fields [here](#).
- Strong research, analysis, and writing skills, including proficiency in quantitative research and use of necessary tools/platforms.
- Background or interest in one or more of Advancing Justice | AAJC's key issue areas: the census, voting rights, anti-Asian hate, affirmative action, technology/telecommunications, immigration, anti-racial profiling, or education
- Experience researching and writing for public audiences.
- Project management experience.

Preferred:

- Skill with conducting in-person, online, or phone interviews and surveys and expertise in reading and interpreting cross tabs and polling results.
- Academic background in Ethnic Studies, Asian American Studies, History, or Anthropology.

APPLICATIONS

- Information on the Leading Edge Fellowship Program: <https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships>
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org).
- Application deadline: 9:00pm EDT, March 15th, 2023.

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