

# Research Assistant



The Research Assistant will play a vital role in supporting the research initiatives at The American Institute for Boys and Men. We are a dynamic, fast-moving team with high potential for impact, as the only national research organization focused on this issue. As a core member of a small and nimble team, the Research Assistant will both lead and support data collection, analysis, and dissemination. They will also support institute operations. The position is an exciting opportunity for recent graduates of a social sciences program (or those with similar skills) who are interested in contributing to our mission and honing skills in policy research.

## **ABOUT AIBM**

AIBM is a new research organization founded and led by policy expert Richard Reeves, formerly of the Brookings Institution. We conduct non-partisan research on issues that affect the well-being of boys and men across the United States and design programs and policies to help them thrive. AIBM is built on the philosophy that advancing the causes of boys and men should contribute positively to the welfare of all Americans. We firmly believe in and advocate against zero-sum thinking; our commitment to boys and men is part of a broader commitment to gender equity and the advancement of all genders.

To learn more about our work, explore our [website](#).

Launched in the summer of 2023, AIBM is growing and looking for motivated, passionate professionals that can help bring its research to the next level.

## **WHAT WE OFFER**

- Fully remote within mainland U.S., with quarterly team onsite
- Anticipated salary range: \$54,000-\$60,000
- 25 days paid vacation
- 3 weeks sick leave
- Health, dental, and vision
- Generous retirement match
- Opportunities for professional development and growth
- A collaborative, inclusive, and fun work environment

## **JOB DESCRIPTION**

The Research Assistant will support in a broad range of research activities focused on policy issues impacting the wellbeing of boys and men. This entry-level position is perfect for a recent graduate from a bachelor's program, ideally with significant coursework in economics or a related quantitative social science discipline. The assistant will contribute to research projects from inception to completion, requiring a keen interest in our mission, analytical proficiency, and effective communication skills. They will also help support our operations and project coordination, requiring organization skills.

This Research Assistant role is within a small, fully remote team. The successful candidate will be a motivated self-starter that brings energy and enthusiasm to this important work. Their key responsibilities and duties include:

### **Research and Analysis:**

- Proactively identify and assess research opportunities, including evaluating existing ideas for feasibility and generating new ideas.
- Develop analysis plans and outlines for research reports.
- Conduct comprehensive literature reviews and background research using a range of credible sources.
- Assist senior researchers and leadership on research and policy projects, ranging from one-off ad-hoc requests to full partnership on long-term projects.
- Collect and clean data for analysis, often from government data sources. Examples of data the RA may work with include the American Community Survey, Centers for Disease Control databases and National Center for Education Statistics releases.
- Perform descriptive analyses, often using statistical software (e.g., R, Python, or STATA).
- Visualize results in clear, effective, and accurate figures.
- Refine analysis in response to feedback from team, building to final, publication-ready data points and visuals.

### **Data Management and Visualization:**

- Assist in the management and maintenance of research data to ensure accuracy and security.
- Implement reproducible workflows to enhance the robustness and reliability of research outputs.

### **Communicating Findings and Outreach**

- Support the dissemination of research findings to diverse audiences, including policymakers, academics, and the general public, through various mediums.
- Lead writing, editing, and publication of research briefs.
- Collaborate with our communications team to enhance our online presence, which may include producing content for blogs, social media, and other digital platforms.
- Prepare presentations and supporting materials for both internal and external stakeholders, enhancing the visibility and impact of research findings.

## **Administrative Support:**

- Provide logistical support for the organization contributing to the successful operations of the institute.
- Monitor and report on the progress of research projects, utilizing and refining project management workflows to ensure timely and efficient completion.
- Check accuracy of facts and citations in our written products.
- Assist in overseeing intern projects and management.

## **Continuous Learning:**

- Stay informed on the latest research related to boys and men's wellbeing.
- Pursue professional development opportunities aligned with your professional goals.

## **Qualifications**

The below gives you an idea of what a strong candidate might have, but if this role sounds exciting to you, please apply!

- Bachelor's or Master's degree with significant quantitative coursework in economics or related quantitative social sciences.
- Familiarity with statistical analysis software (e.g., Python, R, STATA) and enthusiasm to learn more.
- Experience doing social science research in internships, with professors, or as independent work is a plus!
- Passionate, curious, analytical, organized, and able to work independently and collaboratively.
- Loves to get stuff done!

## **APPLICATION AND HIRING DETAILS**

- To apply, please submit a resume and cover letter using [this form](#). We be doing the first round of resume reviews starting Dec 6 and rolling after that until the posting is removed from our website.
- This is a termed position for either 1 or 2 years, but also has the potential for growth within the organization.
- This role will start Spring or Summer 2025; an exact start date can be negotiated.

The American Institute for Boys and Men is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.