

## **Research & Program Associate, Democracy Program**

Brennan Center for Justice at NYU School of Law

The Brennan Center for Justice at NYU School of Law is a nonpartisan law and policy institute that seeks to improve systems of democracy and justice in the United States. We work to hold our political institutions and laws accountable to the twin American ideals of democracy and equal justice for all. Brennan Center's work ranges from voting rights to campaign finance reform, from ending mass incarceration to preserving constitutional protection in the fight against terrorism. Part think tank, part advocacy group, part cutting edge communications hub, we start with rigorous research. We craft innovative policies. And we fight for them – in Congress and the states, the courts, and in the court of public opinion.

### **Position:**

The Brennan Center seeks a full-time Research & Program Associate to work in the Brennan Center's Democracy Program. This position will report directly to the attorneys in charge of the relevant project area.

### **Responsibilities include:**

- Conducting legal and factual research and data analysis.
- Manage various projects for Centers Democracy Program
- Drafting and editing publications, reports, newsletters, blog posts, and other public communications.
- Performing a wide range of administrative, database, paralegal support, and program management tasks, including (but not limited to) making travel arrangements, copy-editing, and checking citations.
- Organizing and staffing program and Center events.
- Working with attorneys, fellows, communications and development professionals, editors, allies, clients, other research and program associates, and organizational leadership.

### **Qualifications--**The ideal candidate will have:

- A bachelor's degree
- Exceptional writing and excellent analytic, strategic, research and organizational skills.
- A strong entrepreneurial spirit and a passion for the work of the Center.
- The ability to work effectively in a team-based and deadline-driven environment.
- Openness to receiving and implementing constructive feedback.
- Creativity in ferreting out information.
- Ease working with data and statistics; experience with Excel
- Strong communications skills and confidence to reach out to allies, public officials, reporters, and members of the public.