



## **Texas Research Fellow - 2 positions Job Description**

### **About ReflectUS:**

ReflectUS is the national, cross-partisan coalition that accelerates and maximizes the collective impact of Coalition members, people, and organizations working to expand political leadership of, by, and for all women.

### **About the Position:**

ReflectUS is seeking two Texas Research Fellows to assist the Texas Program Manager with research planning and development, program assessment and evaluation, publication of fact sheets, issue briefs, and reports, and general program support. One Fellow from the greater Houston/Austin area or Dallas/Fort Worth Metroplex area. ReflectUS places a high value on being a learning and values-driven organization. The Research Fellows will each be expected to engage in professional communication, attend ReflectUS events as assigned, complete assigned work on time, and communicate needs and barriers that you encounter.

The ideal candidates thrive operating in a small team, where they would be responsible for building and maintaining a statewide network of programs and participants. A successful candidate has excellent communication skills, a good sense of humor, excellent work ethic, strong writing skills, relational organizing experience, and a willingness to step in and do what it takes to achieve the organization's mission and promote women in political leadership.

### **Responsibilities Include (but are not limited to):**

- Attend all virtual ReflectUS events
- Meet with your assigned supervisor at least once per week
- Conduct factual research and maintain an accurate list of sources (with links)
- Draft fact sheets, issue briefs, and reports as assigned with the support of your supervisor
- Collect accurate data for heat map research and enter into appropriate spreadsheets in timely manner
- Attend team meetings when invited
- Administrative tasks, including but not limited to:
  - Data entry
  - Zoom logistics
  - Submitting weekly work plans and subsequent activity reports with your hours
  - Accurate record keeping
- Provide logistical support to ReflectUS Texas events and programs, including the Texas Fellowship and Innovation Hub
- Be responsive to ReflectUS staff
- Complete a working contract (and learning plan if applicable) and review with supervisor
- Other duties, as agreed upon in your specific work plan or assigned by ReflectUS staff

**Areas of Experience and Preferred Skills:**

- Professional communication, oral and written
- Professional writing
- Research and analysis (raw data, peer-reviewed work, discerning quality sources)
- Self-directed and self-starter
- Efficient and produce high quality work
- Maintain an environment respectful of different political viewpoints and other diversities
- Experience utilizing the following: Asana, Calendly, Google Suite, Salsa CRM/Engage, Slack, and Zoom

Applicants with all levels of skills are encouraged to apply. We value your learning and growth into these skill sets.

**Salary and Location:**

This is a part-time contract position (at least 20 hours per week, but additional hours can be made available to meet demands if using for course credit). The position is remote, however, ideal candidates will be based in either the greater Houston/Austin area or Dallas/Fort Worth Metroplex area. One Fellow will be hired from each area.

**To Apply:**

Using “*Texas Research Fellow*” in the subject line, candidates should submit a resume, cover letter, and writing sample to Ruth Assi, Texas Program Manager, [ruth@reflect.us](mailto:ruth@reflect.us); PDF format preferred. The writing sample should be the applicant’s best example of the types of work that would be related to this position. Applications will be reviewed on a rolling basis, but preference will be given to applicants who apply by February 1, 2022.

*ReflectUS is an equal opportunity employer. We value diversity and applicants from all backgrounds and identities are encouraged to apply.*