Georgetown University Center on Education and the Workforce (CEW)
Associate for Diversity: Race, Class and Gender Initiative

Details: 15 to 20 hours availability. Part-time job to begin in May 2016. Hourly rate dependent on level of experience.

About the Center's focus on diversity:
Georgetown Center on Education and the Workforce (CEW) is a research center focusing on the linkage between higher education with workforce development and employment issues. CEW began in 2008 and has been growing ever since with a commitment to provide data and analysis on racial disparities in postsecondary education and strive to inform policy makers and administrators at a national level. This year we continue this work by launching a new webpage for the Diversity: Race, Class and Gender Initiative. The initiative seeks to narrow the information gap on career earnings for minority students by providing information about majors, degrees, unemployment and earnings to minority students, parents and counselors.

Research Associate opening:
CEW is seeking a Diversity Initiative Research Associate (Paid Intern) to support the center's diversity work. The Associate will be primarily responsible for supporting the Equity, Diversity and Inclusion Fellow and the Director of Operations. The part-time Associate will help with administrative, research and communications work for the Initiative and CEW as a whole. Native proficiency in Spanish is not required but preferred. Interest in diversity and equity issues a plus.

The Associate will perform various tasks to include the following:

• Assist the Equity, Diversity and Inclusion Fellow with monitoring national conversation and events related to Race, Class and Gender in education and the workforce
• Assist with the planning, production and post-analysis of webinars
• Assist with reports’ research and releases as needed
• Research potential advocates, professionals, and organizations for contact lists
• Pitch to reporters and media in both English and Spanish
• Assist in the continued development of a English and Spanish web pages for the Initiative
• Represent the center in conferences, meetings and events related to Equity, Diversity and Inclusion
• Familiarize with the CEW’s publications to be able to answer basic questions about the research
• Proof-read report drafts
• Provide assistance in the production and translation of the initiative’s resources and materials including press releases, social media posts, fact sheets, announcements, interactives, infographics, PowerPoints, and other webpage materials.
• Assist in the production of media kits, mailing packages, and other communications and administrative tasks as needed

Qualifications:
• Strong research and analytical skills
• Familiarity with applications such as Google Docs, Adobe Suite, GotoWebinars
• Ability to function independently and feel comfortable in a multitasking environment
• Proficiency in Spanish and proven ability to translate resources
• Interest in race, class and gender issues in education and the workforce

If interested, please send your resume and letter of interest to Andrea Porter, CEW Operations Director, ap672@georgetown.edu and Jennifer Landis-Santos, Equity, Diversity and Inclusion Fellow, jml353@georgetown.edu