



RESEARCH ANALYST
ECONOMIC POWER & GROWTH HUB
WASHINGTON, D.C. [HEADQUARTERS]
TEMPORARY – NOT TO EXCEED THREE (3) YEARS

OVERVIEW OF RESPONSIBILITIES:

The Strategic Organizing Research arm of the Economic Power and Growth hub provides strategic planning, corporate research, industry research, and issue research to support the Economic Power and Growth hub's work with affiliates. The Strategic Organizing Research arm works closely with other hubs and resources of the AFL-CIO.

The Research Analyst works on projects to compile information on companies, industries and issues, and assists in campaign strategy and tactic development and implementation. The Research Analyst also assists with recruitment and training.

The Strategic Researcher works under the supervision of the Strategic Organizing Research director and works day to day with a project lead to accomplish assignments.

DESCRIPTION OF DUTIES:

- Performs comprehensive and efficient searches of public information from a variety of sources to provide quantitative and qualitative information for company and industry profiles and issue development.
- Monitors press and other public documents on assigned companies, industries and issues.
- Gathers information from workers, employers, government agencies, courts, press, Internet, organizers, and other sources. The Research Analyst is expected to develop and cultivate new sources of information.
- Contributes to campaign research planning, and contributes to overall campaign development and planning.
- Prepares internal memos, and drafts leaflets, testimony, letters, fact sheets, and other documents for eventual public uses.
- Communicates informational findings to team and participates in meetings with people outside of the organization as appropriate.
- Leads in production of specialized publications, analyses, studies, speeches, testimony, reports, correspondence, advertising and other materials; prepares materials and staffing for conferences and meetings; compiles and presents data on industries, or issues; assists in development of customized databases, research systems and research methods; participates and may lead in political, legislative or regulatory initiatives and activities.
- Makes daily and weekly plans reflecting broader goals and balances conflicting demands.

- Participates in campaign development and goal setting and interacts with affiliate unions as appropriate to plan, support and implement campaign activities.
- Perform other duties as assigned.

JOB QUALIFICATIONS

- B.A. or B.S. required, in relevant field preferred.
- Academic coursework in research methods required, in statistics and quantitative analysis preferred.
- At least three years relevant work experience and demonstrated success in relevant areas.
- Demonstrated community, union or student activist experience and ability to articulate a commitment to building power for working people and supporting the right to organize and collectively bargain.
- Strong presentation, communication and writing skills.
- Effective time management skills, including prioritizing and managing multiple tasks, and experience in developing personal work plans and goals.
- Excellent computer skills, including word processing, spreadsheet, and presentation software. Strong Internet and proprietary database searching skills.
- Ability to work well in a collaborative environment.
- Ability to travel on a regular basis as needed, and for extended periods of time.
- Spanish language skills a plus.

Apply here: <http://aflcio.hirecentric.com/jobs/>

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