



Los Alamos Study Group

Nuclear Disarmament • Environmental Protection • Social Justice • Economic Sustainability

Job Description Research Associate Updated 25 January 2022

Duties and Responsibilities

As assigned and appropriate:

- Conduct specific research and analytical projects using all available and appropriate methods resulting in publications of the Study Group and elsewhere;
- Conduct research and analysis in response to time-sensitive requests from the news media, Congress, the executive branch, and state government;
- Assist in reviewing, compiling, and updating prior Study Group information, research, analysis, publications, and web pages;
- Serve as a research assistant to the Executive Director;
- Educate national and state decisionmakers; attend agency and congressional meetings;
- Assist international disarmament NGOs;
- Assist in formulation of policy positions, advocacy strategies, and tactics;
- Help prepare the factual basis for litigation under environmental, freedom of information, and other laws;
- Make oral presentations at Study Group and other community meetings;
- Assist with newsletter, fact sheet, and web page preparation;
- Participate in fundraising efforts; and
- Help recruit volunteers and additional staff.

Skills and Qualifications

Required:

- Passion for nuclear disarmament, justice, sustainability, and environmental protection;
- Very good personal communication skills;
- Superior writing skills;
- Very good investigatory and/or research skills, with experience strongly preferred;
- Good analytical and data presentation skills;
- Commitment to, and experience in, careful analysis and documentation;
- A challenging undergraduate degree in any field with high marks;
- Good computer skills, including facility with Word, Excel, Adobe Acrobat, Power Point, web browsers, and mail programs. Experience in web design and with Adobe graphic design software for PC (InDesign, Illustrator, Photoshop) is not necessary but helpful; and
- Confidentiality regarding strategies, internal deliberations, sources, litigation, and other aspects of our work as required.

Preferred:

- Experience working in a small nonprofit, preferably a politically-oriented or activist organization;
- Media relations or legislative experience;
- Experience in nuclear weapons policy and related issues; and/or
- Experience in policy research, analysis, and intervention in general.

Supervision

The Research Associate works under the supervision of the Executive Director.

Time Requirements

The Research Associate is a salaried position entailing a minimum of 50 hours per week, mostly a) in the office (approximately 80%), at b) nuclear weapons facilities, meetings in New Mexico, Washington, DC, and elsewhere (approximately 10%), and c) at public meetings and other outreach events (approximately 10%).

Salary and Benefits

The salary for this position is \$40,000 per year, including 10 days paid annual vacation, increasing by 2.5 days per year up to a maximum of 25 days (five weeks) in the seventh year of employment and after. Up to 10 days sick leave may be taken annually; these do not accumulate. There are 10 paid holidays, the same as federal holidays with the addition of Christmas Eve and subtraction of Columbus Day.

The Study Group has a deep interest in the health and wellness of its staff. Benefits include fully-paid health insurance, starting from the beginning of employment. The nature and degree of subsidized coverage is to some extent individualized and mutually agreed upon each year as costs and circumstances change. The Study Group will pay for membership in the nearby YMCA if not covered in a chosen health plan.

After 6 months, employees are eligible for a SIMPLE IRA retirement plan with, in our case, a 2% employer contribution, similar to a 401(k) plan.

Permanence

Funding is guaranteed for one year from first employment, with continuation beyond one year contingent on successful fundraising by the organization as a whole. Our work is difficult. Applicants will be hired on a contract or probationary basis at first.

Finally

In addition to the skills and qualifications listed above, working for the Study Group requires and rewards passionate commitment, loyalty, and trust. We ask for a lot because we must. We also take care of our people – staff first and foremost. The future of the organization, its success, and the careers and livelihoods of fellow staff members depend on each and every staff person to an uncommon degree.