

Job Announcement

Position: Research Associate

Employer: Campaign for Tobacco-Free Kids

Department: Research

Location: Washington, DC

The Campaign for Tobacco-Free Kids is looking for a smart, analytical person with excellent research, organizing, and writing skills to join our team as a Research Associate. The Campaign is a non-profit advocacy organization that works to prevent and reduce tobacco use and its harms by supporting constructive policy change. The Research Associate's duties will include researching and writing to develop and update issue papers; providing information and analysis to Campaign staff and state-based public health advocates; and supporting other Campaign efforts to implement effective changes to federal, state, and local laws and policies.

Responsibilities:

🕒🕒 Become the Campaign's subject matter expert on key tobacco control issues (to be determined by Associate's experience and interests and the Campaign's needs).

🕒🕒 Conduct secondary research on relevant topics, and (working independently and with other Campaign staff) develop related fact sheets, reports, powerpoint presentations, op-eds, and other materials that will support the efforts of the Campaign and its partner organizations.

🕒🕒 Serve as a resource on specific tobacco control issues to tobacco control organizations and advocates nationwide, as well as to the media, government officials, legislators, and staff.

🕒🕒 Develop relationships with researchers and other experts in the Associate's areas of expertise.

🕒🕒 Represent the Campaign at conferences and other meetings.

Requirements:

College degree; and two to three years of professional experience.

Excellent research, organizing, and writing skills.

Comfortable working with numbers, data, and research studies.

Comfortable working with PowerPoint and Excel.

Comfortable with public speaking.

Diligent attention to detail.

Works well both independently and as part of a team.

Strong commitment to tobacco control.

Preferred:

Advanced degree in public health, public policy, or similar field – or related work experience.

Government or government-related work experience, especially legislative.

Campaign work or other political or election-related experience.

Strong computer and quantitative data analysis skills.

How to Apply: Please submit cover letter, resume, writing sample and salary requirements by email to Jobs@tobaccofreekids.org, or by mail to: CFTFK-RA Campaign for Tobacco-Free Kids
1400 I Street, NW Suite 1200
No calls please. Washington, DC 20005
EOE