

# Job Description

**Title: Research Associate**

**Reports to: Executive Director**

**Created: March 2024**

## Purpose of the Position

Launched in 2019, the Southern Economic Advancement Project ([SEAP](#)) partners with policy thinkers and doers to amplify their efforts and bridge gaps in policy infrastructure. SEAP's goal is to advance policies that improve economic security, healthcare access, and environmental justice for all Southerners—acting as a connector, convener, and policy entrepreneur across issues and states, translating good ideas to the Southern context. SEAP researches policies to achieve stronger outcomes at the state and local level in the South, amplifies the activities of local organizations through technical assistance and grants, and provides a bridge between the best learnings nationally and a regional strategy for implementation and engagement. Embedded in the work of SEAP is a rigorous consideration of race, class and gender, which intersect all social and economic policy in the south.

We are seeking to hire a Research Associate who will assist in the development and execution of SEAP's research agenda.

SEAP is a fully remote workplace and fiscally-sponsored project of Tides Center. SEAP is an equal opportunity employer and affirms in policy and practice to consider all applications in all job classifications, without regard to race, color, creed, national origin, sex, age, disability, sexual orientation, gender identity or expression, marital status, familial status, military status, height and weight, genetic predisposition or carrier status, arrest record, or other legally protected status. We strongly encourage people of color, people with disabilities, women, and LGBTQ candidates to apply.

## Essential Roles & Responsibilities

- Conduct research into federal, state and local policies, with a focus on improving policy implementation within Southern states;
- Create interactive templates, dashboards and tools that will be accessible to community organizations and local governments;
- Support the Policy Entrepreneurs Program with one-on-one technical assistance for cohort members;
- Assist in the development and execution of a Learnings Agenda for SEAP;
- Write policy briefs, reports, fact sheets, and other policy products for a wide range of audiences;

- Build and maintain relationships with allied organizations at the national, state and local level.

The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. SEAP reserves the right to amend and change responsibilities to meet organizational needs as necessary.

## Qualifications

- 2+ years of relevant work experience;
- Bachelor's degree required, advanced degree strongly preferred;
- Strong commitment to progressive policy, economic justice, and racial and gender equity;
- Strong research skills, data visualization and analysis skills, and ability to translate complex information for multiple audiences;
- Familiarity with monitoring legislation and the policy process;
- Excellent written and oral communication skills;
- Ability to work in a team environment and work independently.

## Salary and Benefits

The salary range is \$68,000 to \$79,000. SEAP provides a generous benefits package in keeping with its fiscal sponsor, the Tides Center. Employees only pay \$1 a month for health insurance, and a small portion for dependents. Vision and dental is paid 100% by the employer. 100% 403b match up to the first 4% deferred, plus 50% of the next 2%, up to a maximum of 5%. Generous leave and vacation, along with EAP plan, employer-paid life and disability insurance, professional development benefits, and more.

## To Apply

Please submit a resume and cover letter in PDF to [info@theseap.org](mailto:info@theseap.org) with "Research Associate" in the subject line. The deadline to submit materials is April 12, 2024.