



POSITION: Research Associate

SUMMARY

The Research Associate supports the research and development of policy, reports, and projects lead by a Council-affiliated expert. The expert works primarily offsite, traveling extensively, so much of the work the Research Associate does is completed virtually out of the Chicago office. The role is foundation-funded for an estimated 18-month duration.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Research a variety of international organizations' activities, governance, and structures, providing findings to the expert and team
- Develop and produce publications and research projects from inception to publication including:
 - Coordinating research processes
 - Conducting substantive research and preparing findings
 - Liaising with the expert throughout the publications' development
 - Supporting the publication and distribution process while simultaneously growing the listserv of relevant stakeholders for outreach
 - Regularly input and share content via digital communication platforms as well as other tools
- Research and write a draft white paper with the expert; review, edit, and proofread white papers and other memos
- Assist in planning international convenings on key governance issues; research and write background papers and provide other necessary documents and materials
- Actively follow and track activities and policy work of the United Nations as well as specific organizations inside and outside the UN system, providing weekly reports to the expert and team
- Attend weekly governance team meetings and other Council meetings as assigned
- Occasionally assist at the front desk to relieve Reception and Database Services Assistant in meeting/greeting Council constituents and handling incoming calls
- Provide support at Council events approximately 3 - 4 times monthly (registration, ushering, etc.), requiring some evening and early morning hours
- Perform other projects as assigned

QUALIFICATIONS

- 2+ years' experience in research-based and/or policy arena working with government, nonprofits, think tanks, UN, or academia
- A master's degree with a focus in international affairs or related field of study; background in international development, humanitarian response, or related field strongly preferred
- Knowledge of United Nations and international organizations
- Demonstrated experience in research and analysis
- Superior verbal and written communication skills (editorial and proofreading), including the ability to communicate complex concepts and topics clearly, thoroughly, and succinctly; preferable experience with policy-relevant writing
- Experience adapting content for digital media platforms

- Prior experience using Salesforce is preferred
- Exceptional attention to detail, time-management, and organizational skills
- Ability to work independently, meet deadlines, and manage multiple projects simultaneously; thrives in fast-paced and dynamic environment

The Chicago Council on Global Affairs is an independent, nonpartisan membership organization that provides insight – and influences the public discourse – on critical global issues. We convene leading global voices, conduct independent research, and engage the public to explore ideas that will shape our global future. Ranked the #1 Think Tank to Watch worldwide, the Council is committed to bringing clarity and offering solutions to issues that transcend borders and transform how people, business, and governments engage the world.

TO APPLY

Please email a cover letter, résumé, and one writing sample no more than 2 pages (800 words) on a relevant international affairs topic, all as Word documents to hr@thechicagocouncil.org. Other career opportunities can be found on the Council's website at www.thechicagocouncil.org. EOE