



Research and Program Assistant (Full-Time Position)

The National Academy of Social Insurance is seeking talented individuals who are passionate about social insurance to join our team. The Academy is a nonprofit, nonpartisan public policy organization with a membership made up of more than 1,200 of the nation's leading experts on social insurance. Its mission is to advance solutions to challenges facing the nation by increasing public understanding of how social insurance contributes to economic security. This position will work closely with the Academy team on several major projects and provide direct support to the CEO.

Primary Responsibilities:

- Work closely with the CEO, including providing project management, scheduling, and other types of program and administrative support.
- Conducting policy research and providing research assistance to ongoing projects.
- Assembling, organizing, and synthesizing research, writing, and feedback (e.g. on a Task Force report).
- Writing and editing for research briefs, reports, publications, and other Academy content.
- Supporting Academy events and programming.
- Other duties as assigned.

Qualifications:

- Self-starter, strong organizational skills, strong project management skills.
- Strong research and writing skills; research experience in a related field a plus.
- Eager and able to quickly learn about new subjects and to juggle multiple deadline-driven assignments.
- Collaborative work style and team player; comfortable providing support to group projects.
- Comfortable working closely with and providing support to a senior nonprofit leader.
- Commitment to social insurance; familiarity with relevant programs a plus.
- Undergraduate degree in a relevant field; master's degree preferred.

Compensation:

Salary commensurate with qualifications and experience, starting at \$55,000. The Academy offers a competitive benefits package.

To Apply: Please send a one-page cover letter, resume, and contact information for 2-3 references to:

Email: nasi@nasi.org, ATTN: Research/Program Assistant. No phone calls please.

Staff of the National Academy of Social Insurance are members of the Nonprofit Professional Employees Union, IFPTE Local 70.

The National Academy of Social Insurance values diversity. Women, BIPOC individuals, people with disabilities, LGBTQ+ individuals, and people with lived experience of social insurance and related programs are encouraged to apply.