Graduate Research Assistant Opportunity at the Center for the Future of Arizona

Program Area: Civic Health Initiatives

The Center for the Future of Arizona (CFA) seeks an ASU Graduate Research Assistant for the 2018-2019 academic year (.50 FTE, 20 hours per week). The Research Assistant will work in support of CFA’s Civic Health Initiatives, a vision that all Arizonans have the tools, pathways, and opportunities to contribute to their communities and civic life, and to collectively shape the future of the state.

CFA is a nonpartisan, nonprofit “do tank” that combines research with collaborative partnerships and initiatives. We play a role in both raising awareness around issues and opportunities in civic health, as well as, active change at the community level through innovative programs and partnerships.

The position will work closely with the Civic Health Initiatives Consultants and team to execute high-impact, data-driven initiatives which generate projects in communities sustained beyond direct CFA involvement. This includes:

- Focus on engaging millennials, youth, and traditionally underrepresented groups through the following three avenues:
  - Civic infrastructure
  - Civic learning
  - Leadership development
- Execute high-impact and expanded programming through strong community partnerships:
  - DemocraSeed
  - Participatory Budgeting
  - SpeakOut AZ
  - Communities at the Center
  - Gabe Zimmerman Public Service Awards
- Collect reliable and consistent data on program impact vis-à-vis appropriate quantitative and qualitative data collection methods

This position is ideal for graduate students with a keen interest in civic engagement, organizational development, nonprofit management, and youth development.

Duties and Responsibilities
The Graduate Research Assistant provides professional-level support to CFA’s civic health initiatives team, assisting with programs, research and analysis, planning, and general administration and coordination of tasks associated with the civic health initiatives. Work activities include, but are not limited to, meeting with city/town/tribe staff, coordinating events, providing research and analysis of ideas, making recommendations, writing proposals, reports, and memos, and planning meetings and events. The position may require some travel throughout Arizona.

General Expectations
Candidates must be enrolled (for a minimum of six hours) in a graduate degree program at ASU (preferably in a relevant field). Candidates must be willing to work at the ASU downtown campus.
Candidates must be dedicated, reliable, and able to manage projects independently. Critical thinking and strong communication skills are essential. Candidates must be able to manage concurrent projects and meet deadlines while working in a team environment.

Desired Qualifications
- Team-centered and can work independently with strong follow-up skills.
- Ability to multitask.
- Ability to make decisions in ambiguous situations.
- Entrepreneurial minded.
- Experience establishing and maintaining effective working relationships.
- Experience planning, organizing and/or coordinating activities.
- Experience writing/developing professional communications including letters, reports, proposals, and presentations.
- Demonstrated knowledge of basic project management.
- Experience researching and analyzing data and summarizing key findings.
- Strong verbal and written communication skills.

About the Center for the Future of Arizona
The Center for the Future of Arizona (CFA) is a nonpartisan, nonprofit “do tank” focused on unifying Arizona behind a shared vision of success that will shape and define the state as a national leader in the 21st century. CFA serves as the steward of The Arizona We Want (TAWW), a long-term vision joining all Arizonans together under a common agenda that clearly identifies the critical priorities that are most important to Arizonans. For more information about CFA and our current efforts, please visit www.arizonafuture.org.

To Apply
A compensatory stipend, tuition remission and health insurance benefits will be offered in accordance with the department in which the student is registered. Applications will be considered immediately and the position filled when a suitable candidate is identified.

Please use the subject line “Civic Health RA,” and email cover letter and resume/CV to:
Jessi Black, Office Coordinator, Center for the Future of Arizona RA.apps@arizonafuture.org
The priority deadline is April 8, 2018, and applications will be reviewed until the position is filled.