

JOB TITLE

Associate

RESPONSIBILITIES

Associates conduct primary and secondary research on key public policy issues. They compile findings into internal reports and brief consultants. Frequently, they assist teams on off-site engagements. Travel is 5-10%, and there is no sales or business development responsibility.

QUALIFICATIONS

- ☐ Undergraduate degree with exceptional performance is required
- ☐ Strong written and verbal communication skills required
- ☐ Demonstrated professionalism
- ☐ Willingness to travel 5-10%
- ☐ Willingness to relocate to Washington, DC

RESUME SUBMISSION PACKAGE

- ☐ Resume
- ☐ Writing Sample
- ☐ References

JOB LOCATION

Washington, DC

POSITION TYPE

Full-Time/Regular