ISPU Consultant Scope of Work: MAP

Position Title: Research Assistant on "Muslims for American Progress" (MAP) project
Period of Performance: 12 month commitment
Location: New York City
Classification: Part time stipend position

Summary Description:

ISPU is seeking an entrepreneurial research professional with experience in community based field research to join a project aimed at quantifying American Muslim contributions to the city of New York (including all 5 boroughs) in eight key areas (medicine, STEM, civic engagement and democracy, philanthropy, economic development and job creation, arts and entertainment, sports, and education). Ideal candidate has experience working within and/or researching the NYC Muslim community; identifying their contributions or activities; and has the ability to engage academics, American Muslim leaders and media professionals alike. Project would require a 12 month commitment.

Scope of activities:

- Work with the PI to refine research strategy and scope of meaningful measure of contribution for each of the eight key areas identified
- Work with the PI to set up a system to gather, count and profile contribution in eight key areas identified
- Conduct mixed mode data collection - including qualitative one one one interviews and qualitative review of secondary resources
- Contribute to analyzing the data
- Contribute to communications plan for gathered information
- Be available for weekly check in with project manager at date and time agreed upon after kick off meeting

Qualifications:

- BA required
- Experience in community based research
- Experience conducting qualitative interviews
- Ability to engage academics and American Muslim leaders
- Demonstrated ability to gather, analyze, and present information in a clear, concise, and understandable manner
- Strong interpersonal, cross-cultural, and problem-solving skills
- Highly motivated individual with the ability to work independently and operate on a flexible work schedule
- Applicant must be currently authorized to work and reside in the greater NYC area

To apply, please email your cover letter, resume, and writing sample to: humanresources@ispu.org by 2/24/2017. No phone calls please.

About ISPU

ISPU is an independent, nonpartisan research organization specializing in addressing the most pressing challenges facing the American Muslim community and in bridging the information gap between the American Muslim community and the wider society. ISPU conducts objective, empirical research and offers expert policy analysis on some of the most pressing issues facing the United States. In addition, ISPU has assembled leading experts across multiple disciplines and built a solid reputation as a trusted source for information about American Muslims and Muslim communities around the world.

ISPU scholars provide insight into the major debates taking place across the country. They offer context-specific analysis and recommendations to journalists, policymakers, and the general public through reports, policy briefs, articles, op-eds and books. ISPU disseminates its publications through a variety of channels and holds regular congressional briefings, policy events and academic conferences.

Mission

ISPU conducts objective, solution-seeking research that empowers American Muslims to develop their community and fully contribute to democracy and pluralism in the United States.