

Job Title:	Community Outreach and Partnerships Associate	Classification	Full time salaried position (40 hrs /week)
Department:	Research Team	Compensation & Benefits	
Reports to:	Outreach and Partnerships Manager	Salary will be commensurate with experience, banded between \$45-50K Employer Provided Health Insurance, including Vision and Dental 401(k) Retirement Plan 3 Weeks Paid Vacation (up to 5 weeks with 5+ years of service) 12 Days Paid Office Holidays Professional Development Opportunities	
Location:	Can reside in any state in US		
Travel:	Some travel within own state and to other states (15%)		
Direct reports:	None		
Key relationships:	Research Team, Communications Team		
Job Role			
Role Overview:	The Community Outreach and Partnerships Associate, a key member of ISPU's research team, is responsible for developing ensuring that ISPU research reaches key audiences inside the Muslim American community, developing and maintaining relationships with community stakeholders, developing education about ISPU research for Muslim community based audiences, and tracking programmatic impact. The position is based virtually with in person presentations when needed.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		% Time on Task
Project Management	<ul style="list-style-type: none"> Develop a streamlined and transparent research process including research review and communications process, monitoring and evaluation of research projects, event management systems, benchmarking against ISPU priority areas, and working with scholars and research team to manage projects. 		20%

	<ul style="list-style-type: none"> ● Assist Project Manager in monitoring and shepherding additional research projects through the ISPU pipeline from inception to completion. This includes working with scholars, research team, copy editors, and graphic designers. ● Work with Director of Research and Project Manager to create research project plans including log frames, monitoring and evaluation processes, final outputs, dissemination plans, and budgets. ● Work with Director of Research, Project Manager, and Director of Communications to develop a dissemination strategy for each research product, including identifying stakeholders, community leaders, policy makers, and media outlets for dissemination. ● Work with Director of Research to engage in quality control of research products, including content review. 	
<p>Cultivation and engagement of stakeholders</p>	<ul style="list-style-type: none"> ● Create and maintain a database of community organizations, community leaders, advocates, relevant to ISPU. ● Assist Director of Research and Outreach Manager with relationship-building efforts, including setting up meetings, researching leads, disseminating ISPU reports, etc. ● Closely follow national community development, and inform Outreach Manager and Director of Research about new ideas for ISPU's work. ● Support the identification of networking opportunities and attend networking events as requested. ● Actively seek out opportunities to reach diverse Muslim audiences, allowing ISPU to reach the wide spectrum of socio-economic and cultural mosaic that is the American Muslim community. 	<p>30%</p>
<p>Impact Education/Dissemination</p>	<ul style="list-style-type: none"> ● Plan and organize logistics for research events, briefings, convenings, webinars, and conferences. ● Plan and manage successful ally, partner, community, and other communication opportunities. ● Seek and manage opportunities for sharing ISPU's research including identification of conferences and other outlets, writing and submission of abstracts, and working with scholars on presentations. 	<p>30%</p>

	<ul style="list-style-type: none"> • Prepare and present research at community events and conferences. 	
Impact Tracking	<ul style="list-style-type: none"> • Monitoring and evaluation of research projects throughout all phases. • Engagement with stakeholders for assessment of impact. • Tracking and reporting of ISPU impact utilizing ISPU's impact framework. • Identification and capturing of impact stories and testimonials. 	10%
Research Planning General	<ul style="list-style-type: none"> • Support development and implementation of a streamlined and transparent research process including research review and communications process. • Maintain a research manual that is up to date. • Assist with the planning of Research Retreats. • Streamline and suggest ways to improve our research systems and processes. • Other administrative and management tasks as needed. 	10%
Candidate Qualifications		
Education & Certifications	<ul style="list-style-type: none"> • BA in a relevant field and preferably 2+ years related experience. MA preferred. 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> • The ideal candidate will be a self-motivated, self-starter who takes initiative and is creative about achieving their goals. • Excellent attention to detail is a must as is the ability to think strategically. • Exceptional interpersonal skills are needed as are all types of communication and presentation skills. • Deep familiarity and experience with the American Muslim community and context is required. • Experience in research, education, training, or public policy are highly preferred. • Willingness to work some nights, weekends and to travel is essential. • An effective and clear writer and researcher. 	