



Research Assistant

Climate Change in the Caribbean Project

Deadline: December 22, 2021

The Research Assistant for the Climate Change in the Caribbean Project will lead Global Americans' new initiative to study the political, social, and economic consequences of climate change in the Caribbean Basin. Strong candidates will have experience working on policy-oriented research, strong writing skills, and impeccable attention to detail. While not all candidates will have extensive experience on climate change or the Caribbean region, they should demonstrate an ability to quickly become familiar with a topic and identify the most important salient threads. The Research Assistant will work closely with a team of fellows and editors, report to Executive Director Guy Mentel, and work on a flexible, part-time schedule. Salary will be determined commensurate with experience.

Responsibilities

- Contribute to a series of reports, with support from Global Americans fellows and interns, on the political, social, and economic impacts of climate change on the Caribbean
- Edit, design, and format the reports for publication, and create a plan to publicize the findings of the report, with support from Global Americans staff
- Plan virtual and in-person events, as well as private meetings, to bring attention to the project, with support from Global Americans staff
- Build relationships with outside organizations and experts to complement the research, review the reports, and publicize their findings

Required skills

- Experience conducting policy-oriented research, preferably for a think tank, private-sector firm, government body, international organization, or advocacy group
- Experience working with a fellow or academic as a research or professional assistant, including receiving and incorporating feedback
- Strong writing and editing skills
- Excellent attention to detail
- Fluency in English
- Ability to balance multiple projects at once and delegate them when appropriate
- Enthusiasm for working in an organization with a culture of respect, empowerment, and inclusion

Desired skills

- Demonstrated interest in Latin America, the Caribbean, climate change, and/or international affairs
- A sense of humor and an ability to work collaboratively with colleagues and partners across the region

Education and experience

- At least a BA or BS in public policy, international relations, political science, government, international studies, economics, Latin American Studies, or a related field required

Please email a resume, cover letter, and writing sample to gmentel@theglobalamericans.org, with the subject heading *Research Assistant Position*.