



RESEARCH COORDINATOR JOB DESCRIPTION

Position: Research Coordinator
Job Location: [EPIC headquarters office](#), NoMa, Washington, DC
Employment Term: Regular
Employment Type: Part-time
Starting salary range: Commensurate with experience
Required Education: Bachelor degree
Required Experience: 3 to 7+ years
Related Categories: Research, editing, management
Posted: April 2, 2019
Application deadline: April 20, 2019

ABOUT EPIC

The **Education for Peace in Iraq Center (EPIC)** works directly with civil society leaders in Iraq to provide relief to vulnerable populations, monitor the crisis to better inform public policy, and enhance understanding of Iraq's story. EPIC was founded in 1998 by U.S. veterans and humanitarian advocates who believe that a human security approach can make Iraq safe and prosperous again.

POSITION SUMMARY

EPIC seeks a dynamic, qualified, and highly motivated individual to fill the part-time position of **Research Coordinator**, working at EPIC's headquarters office located in Washington DC's NoMa neighborhood. Minimal travel is anticipated.

Strong applicants will demonstrate a proven ability in both conducting research based on Arabic-language sources and writing news analyses. This position requires excellent written and verbal communication skills in English; strong interpersonal skills and ability to multi-task while maintaining attention to detail.

The Research Coordinator reports to the Development and Research Manager, works closely with the Board of Directors, and supervises two to four research interns.

RESPONSIBILITIES

Research and Monitoring

- Direct the weekly compiling and publication of EPIC's Iraq Security and Humanitarian Monitor (ISHM)
- Train select interns on how to conduct daily research to support ISHM's content
- Ensure ISHM's consistency, reliability, and authenticity through proper editing and thorough fact-checking

- Grow ISHM subscribership by developing and implementing strategic objectives, including the growth of relationships with notable Iraq watchers and scholars

Internship Program

- Advertise internship opportunities based on office needs
- Help recruit, train, and manage two to four interns

Overall Duties

- Remain dedicated to EPIC's mission: making Iraq safe and prosperous again through programming, advocacy, and education
- Work zealously to implement EPIC's strategic goals and objectives and enhance its reputation and brand
- Contribute to a positive work environment with all colleagues, including interns
- Take initiative that adds value to the organization, including participation in professional development activities and staying up-to-date on the situation in Iraq
- Accomplish other tasks and duties as they are assigned with attention to detail and thoughtful ability

REQUIRED SKILLS AND QUALIFICATIONS

We are looking for candidates with the ability to effectively fill and grow this role. We expect that qualified candidates will have:

- A bachelor's degree in Middle Eastern studies, political or social science, international relations, or a closely related field
- Excellent research and writing skills in English
- Advanced to fluent knowledge of modern standard Arabic (will be tested)
- Demonstrated interest in and familiarity with the Middle East and North Africa (MENA) region, especially Iraq
- Strategic thinker and proactive problem-solver with a strong work ethic and sense of responsibility
- Strong interpersonal skills in order to work collaboratively within EPIC as well as develop external relationships with a diverse range of stakeholders
- Ability to work well under pressure and to prioritize multiple tasks with limited instruction
- A sense of humor is a strong plus

HOW TO APPLY

Submit a CV, a cover letter, a list of at least three references, and a writing sample of no more than five pages to careers@epic-usa.org. Please include the position title in the subject line.

Salary will depend on the candidate's qualifications, and will be commensurate with experience and education. Applications will be considered until the position is filled. No phone calls accepted.

EPIC is an equal-opportunity employer.

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