



CENTER FOR ECONOMIC AND POLICY RESEARCH

Job Announcement -- International Outreach Associate

Organization Description:

The Center for Economic and Policy Research (CEPR) was established in 1999 to promote democratic debate on the most important economic and social issues that affect people's lives. It is an independent nonpartisan think tank based in Washington, DC. CEPR functions as an economic “truth squad” and a media watchdog, conducting professional research and getting it out to the media, policy-makers, and advocates. CEPR is a key player in the debates on a wide range of issues, including trade policy, the IMF and World Bank, economic development in Latin America, and U.S.-Latin American relations, as well as domestic issues, including Social Security, health care, unionization, the housing bubble, and the financial crisis. .

Job Description:

The Outreach Associate plays an essential role in CEPR's operations. S/he works as a team with economists, policy, and communications staff to formulate and implement strategies to share CEPR's research with key audiences. The Outreach Associate acts as a conduit to translate CEPR's research into action by connecting with advocacy groups, policymakers and their staff, and other actors in the international policy community. This position requires a high level of autonomy, initiative, strategic thinking, and an ability to communicate effectively with a range of players in the policy world.

Responsibilities:

- Identifies and cultivates relationships among key research, advocacy, and Congressional contacts.
- Ensures the visibility of CEPR policy and research perspectives with key audiences.
- Plans, coordinates, and organizes CEPR participation in Hill briefings, debates, and other events.
- Represents CEPR and participates in conferences, coalition meetings and public events.
- Monitors and tracks policy developments and current international issues relevant to CEPR's program work.
- Responds to outside inquiries for technical assistance.
- May assist in international policy research.

Qualifications:

- Knowledge of international economic policy and Latin American foreign policy issues
- 5-7 years of work experience in policy, communications, organizing, government or Congress.
- 2 years experience in event planning.
- Excellent written and oral communications skills; well organized; strong computer skills
- Self-directed and a demonstrated team player; ability to handle multiple projects in fast-paced environment; ability to work with a wide range of people
- Bachelor's degree and fluency in Spanish are required
- Commitment to social and economic justice and CEPR's mission

Salary & Benefits:

CEPR offers a competitive salary and an excellent benefits package. This position will be represented by the International Federation of Professional and Technical Engineers, Local #70, AFL-CIO.

Closing Date: as soon as filled. Position posted on October 31, 2008.

To Apply:

Send resume, cover letter, two references, and a two-page summary of policy changes towards Latin America you might suggest for a new administration to jobscepr2008@cepr.net. Please include “Outreach Associate Search” in the subject line. Applications may also be mailed to Outreach Associate Search Committee, CEPR, 1611 Connecticut Ave., NW, Suite 400, Washington, DC 20009. NO TELEPHONE CALLS OR FAXES PLEASE. Successful candidates will be contacted to schedule an interview. Due to the volume of applicants, you may not receive a response.

The Center for Economic and Policy Research is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.