SHORT-TERM RESEARCH ASSISTANT

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant and refugee justice and belonging. As the nation’s only immigrant-focused philanthropy-mobilizing organization, we work with our more than 140 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other philanthropic affinity groups to move money and power for immigrants, refugees, and asylum seekers.

In 2017, Inside Philanthropy named GCIR the Funders’ Affinity Group of the Year for leading funder pushback to anti-immigrant policies. Today, amid both continued challenges and significant opportunities for immigrants, refugees, and asylum seekers, we are building on our 32-year history to drive short- and long-term immigrant-related philanthropic investments and advance a vision for a just, equitable, and inclusive society for all.

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- **Love:** We extend grace, compassion, generosity, and accountability to ourselves and to each other.
- **Solidarity:** We center those most affected by systems of oppression and work together towards our mutual freedom.
- **Dignity:** We believe in self-determination, radical candor, justice, and healing in our relationships.
- **Power:** We center, support, and promote the ability of the immigrant and refugee justice movement to create, build, and utilize their agency, analyzing the power we and philanthropy wield.
- **Abundance:** We affirm there is enough for everyone to thrive sustainably and to imagine a future of our collective liberation.

The GCIR staff comes from all walks of life, many of us with immigrant and refugee backgrounds and some of us with non-traditional career paths. We have an office in the San Francisco Bay Area and remote staff in Chicago, Los Angeles, New York, the Washington, D.C. metro area, Boston, and Washington State. GCIR members are local, state, regional, and national foundations that transcend issue areas, strategies, and geographic regions.
**DUTIES & RESPONSIBILITIES**

The Short-Term Research Assistant will support our timeline project, estimated to be a total of 80 hours of work. They will report to the Vice President of Programs. Specific duties and responsibilities will include the following:

- checking that sources are accurately quoted and provide sufficient support for the matter asserted.
- locating cited source material as necessary, in print or online.
- ensuring proper citation format, for information resource in accordance with agreed-upon style guide.
- recommending additional sources when cited sources are inadequate or not provided.
- proofreading information resource to ensure accuracy.

**SKILLS & QUALIFICATIONS**

- Meticulous organizational skills, attention to detail, accuracy, thoroughness, efficiency, and timeliness in completing work
- Excellent research skills
- Strong proofreading skills
- Ability to work in a highly collaborative environment, and outstanding interpersonal skills

**EXPERIENCE**

- 1-2 years of related work experience in researching, writing, editing, or publishing in a legal or academic environment
- Experience cite-checking, proofreading, and correcting research-oriented documents for publication
- Familiarity and expertise with at least one of the citation styles (e.g. Bluebook, Chicago, MLA, or APA)
- Graduate degree, JD, or equivalent with a background in immigration law or US history is preferred
- Proficiency in Microsoft Word
- Experience working with a remote supervisor

**LOCATION**

GCIR is a virtual organization with team members across the country. This is a remote short-term position located at a home office.
COMPENSATION

The hourly range is $30 - $35, based on experience.

TO BE CONSIDERED

GCIR is committed to building and retaining a talented, diverse, and inclusive team. Our team members represent diverse backgrounds, bring a wide range of educational, professional, and lived experiences, and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. We welcome candidates of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities and expressions. We strongly encourage people of color, women, LGBTQIA+ individuals, those from immigrant and refugee backgrounds, differently-abled people, formerly incarcerated people, and people of any and all historically marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

Please submit a cover letter and resume to jobs@gcir.org with “Research Assistant” in the subject line. For priority consideration, candidates are encouraged to submit materials by July 27, 2023. In your cover letter, please indicate why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.