Job title: Research Associate
Full time

Description:

The Institute for International Urban Development (I2UD) invites applications for an outstanding Research Associate to join its professional team. The Research Associate will play an integral role in furthering the Institute’s action research agenda, technical assistance activities and capacity-building programs. The ideal candidate has a strong commitment to the activities and mission of I2UD and should possess well-developed analytical skills and a willingness to work on a wide range of research and projects.

The Research Associate will work with senior I2UD professionals. Core responsibilities will include:

- Developing new proposals for research and urban/regional planning projects;
- Coordinating some of the Institute’s key research and urban/regional planning projects, including traveling to project locations and working with I2UD affiliates;
- Researching and writing reports for project partners and funders;
- Developing graphic representation material such as maps and data visualizations for reports and presentations relating to the Institute’s projects;
- Researching and developing case studies for use in I2UD’s education programs and publications;
- Coordinating education and capacity-building programs in domestic and international locales;
- Developing relationships and maintaining correspondence with the international networks in which I2UD participates, including various UN bodies;
- Assisting with maintenance of the Institute’s website, other media and communication materials;
- Supervising the Institute’s interns and coordinating the internship program;
- Providing communications and administrative support to senior professionals.

Qualifications

- Master’s degree in Urban Planning, International Development, or a related field;
- Strong verbal, visual, and written communication skills (a writing and a graphic sample requested);
- Proficiency in Adobe Creative Suite required. Proficiency in ArcGIS preferred;
- Well-developed research skills and the tenacity to gather key information;
- Flexibility to meet the demands of working at a small research organization;
- Ability to assume increasing responsibility in planning and organizing research and urban/regional planning projects;
• Ability to translate research findings into written reports and succinct presentations;
• Ability to work cross-culturally with people from various backgrounds and disciplines;
• Familiarity with web-design software preferred;
• Familiarity with international development policy, practice and literature preferred.
• Proactive attitude and ability to work and manage time independently.
• Second language strongly preferred.

Expectations:

The research associate should be prepared to be flexible and assist with related duties and special projects as assigned.

Applying for the position

Please send a resume, cover letter and brief writing sample (no more than 10 pages) to Carolina Morgan at morgan@i2ud.org before July 15.

Organization Description

The Institute for International Urban Development (“I2UD”) is a registered, non-profit organization that strives to assist individuals, policy makers and local stakeholders in their efforts to strategically meet the challenges of sustainable urbanization. Working with our partners, we develop urban/regional plans and technical studies, create and mediate cross-border and cross-sector dialogue, and empower local communities to voice their needs and priorities. Our work addresses such crosscutting issues as environmental and cultural heritage preservation, housing and employment for the urban poor, and capacity building for local partners. At the core of our work is the belief that each assignment provides the opportunity to engage and empower individuals enabling their on-going participation in addressing the needs of their community. We work primarily in the Middle East, North Africa, Latin America and the Caribbean, Ireland and Northern Ireland, Sub-Saharan Africa, and Eastern and Central Europe.

For more information, please see our website at: www.i2ud.org