



## **Program & Research Associate, Africa Program**

**Position Status: Full-time**

**Location: Washington, DC**

**Start Date: ASAP**

**Compensation: Salary commensurate with experience**

The Center for International Policy is seeking a full-time Program & Research Associate for the Africa Program. This position reports to the President and CEO.

### **About the Organization**

The Center for International Policy (CIP) is an independent nonprofit center for research, public education and advocacy on U.S. foreign policy. We work to make a peaceful, just and sustainable world the central pursuit of U.S. foreign policy. We offer common sense solutions to the most urgent problems facing our country and our planet: war, corruption, poverty and inequality, and climate change.

CIP was founded in 1975, in the wake of the Vietnam War, by former diplomats and peace activists who sought to reorient U.S. foreign policy to advance international cooperation as the primary vehicle for solving global challenges and promoting human rights

We bring diverse voices to bear on key foreign policy decisions and make the evidence-based case for how and why the United States must redefine the concept of national security in the 21st century.

### **About the Program**

CIP will launch its new Africa Program this spring (2019). The Africa Program will track and analyze U.S. foreign policy toward the nations of Africa. By informing policymakers, media, scholars, NGOs and the public in the United States and in Africa about trends and issues related to U.S. foreign policy toward Africa, CIP seeks to promote greater positive engagement with the nations of Africa and with Africa's regional and continental organizations. CIP will work to increase the level transparency in U.S. relations in Africa and promote greater Congressional oversight of U.S. policies on human rights issues in Africa, security and development assistance to Africa, and trade policies and practices impacting Africa, as well as U.S. positions on global issues – such as climate change – that have major significance for African countries.

We will produce occasional reports, articles and commentary and also organize roundtable discussions and briefings to promote an informed debate about key U.S. policies toward Africa. CIP's objective is to promote the demilitarization of U.S. Africa policy and to increase peaceful

cooperation toward addressing regional and global challenges and promoting human rights, democracy and development.

**Job Title: Program and Research Associate, Africa Program**

The Program and Research Associate will contribute research and provide programmatic support for the Africa Program to enhance research and debate on U.S. foreign policy towards Africa. The primary focus of the position will be analyzing U.S. bilateral and multilateral relationships with African nations and institutions, U.S. development and security assistance to African nations, U.S. positions on human rights issues in Africa, and U.S. trade relations with Africa.

**Key Duties**

*Research and Analysis*

- Monitor new developments in U.S. foreign policy toward Africa, especially regarding U.S. objectives on human rights, economic development, security cooperation, trade and climate change;
- Ongoing research on U.S. foreign policy toward Africa
- Assist the CIP President with the development of reports, presentations and other content on a wide range of U.S./Africa policy issues;
- Develop and draft articles, commentary, blogs posts, and narrative-driven infographics to highlight key U.S./Africa policy issues;

*Public Education*

- Assist with the development of public presentations on a range of issues in U.S. – Africa relations
- Participate in Africa-focused policy panels and discussions among academic and NGO communities

*Communications and Administrative*

- Serve as a resource to the public and the media on U.S. – Africa relations;
- Development collaborative relationships with African research centers, regional organizations, CSOs, media and others who have a strong interest in U.S.-Africa relations;
- Development collaborative relationships with key U.S.-based centers and organizations involved in research, analysis and advocacy on a range of U.S. – Africa policy issues;
- Develop and draft Social Media posts for CIP’s Twitter and Facebook accounts;
- Recruit, orient and supervise the program’s interns including directing their research efforts
- Provide other administrative support as necessary, including with the Africa’s program’s budget.

### *Website*

- Maintain and update the Africa section of the CIP website;
- Identify and obtain new data on U.S. development and security assistance programs in Africa, and on U.S.-Africa trade, and
- Create new data visualizations (info-graphics) to highlight key data on the website;

### **Experience, Skills, and Education**

- Master's degree in African studies, U.S. foreign policy, international relations, international development, or another related field;
- Familiarity with history of U.S. civil society organizations working on U.S. policies toward Africa is a plus (e.g. support for independence and liberation movements, the Anti-Apartheid movement, HIV/AIDS advocacy, Debt Relief campaigns, etc.)
- A minimum of 3 years of professional experience, preferably in a research role;
- Prior office administration experience and strong organizational skills, attention to detail, and ability to multi-task;
- Excellent oral and written communication skills in English;
- Knowledge of French or Arabic a plus;
- Strong problem solving, decision-making, and planning skills;
- Ability to prioritize with minimal supervision and work independently as well as function as a member of a team;
- Familiarity with social media tools, blogging, and website platforms and content management systems such as Wix, WordPress or Drupal;
- Experience with Adobe products is a plus.

### How to Apply:

All applicants for this position must submit a cover letter, resume and writing sample. Please attach your cover letter, resume and writing sample as one single document when you apply and send it to Salih Booker, President and CEO, at [sbooker@internationalpolicy.org](mailto:sbooker@internationalpolicy.org), with "Africa Program Associate" in the subject line.

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The Center for International Policy is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin or sexual orientation. Women, people of color, persons with disabilities and LGBT candidates are strongly encouraged to apply.