

Research to Practice (r2p) Project Assistant Position

CPWR – The Center for Construction Research and Training (www.cpwr.com), the non-profit 501(c)3 research, development and training arm of the North America’s Building Trades Unions, AFL-CIO, is dedicated to promoting safe and healthy working conditions in the construction industry. Located in downtown Silver Spring, MD, CPWR is in walking distance of the Silver Spring Metro station and public parking.

CPWR is seeking a full-time, deadline driven, self-directed, energetic project assistant for its Research to Practice (r2p) program. The r2p Project Assistant will provide support for the program’s research and dissemination initiatives, and report to the Research to Practice Director.

Responsibilities

Duties include, but are not limited to:

- Expanding CPWR’s social media presence through the development, posting, and tracking of content on various platforms.
- Tracking metrics from Google Analytics and other sources for evaluation activities and reports.
- Proofing materials to ensure they are accurate, use correct spelling and grammar, maintain a consistent tone, and communicate core messages and values.
- Using InDesign, Adobe Pro and other software to develop and update materials for use in print, social media, and online.
- Overseeing logistics for in-person and virtual conferences, seminars and meetings, including maintaining the online registration program, sending notices, collecting and helping to develop materials, coordinating meeting room layouts and audio-visual needs with hotel staff and presenters, and taking notes during meetings.
- Assisting with scheduling and recording the results of focus groups and interviews in support of research initiatives.
- Assisting with the research and preparation of studies, reports, translational products (e.g., infographics, hazard alert cards, toolbox talks), and other materials.
- Assisting with developing content for and updating websites.
- Assisting with the preparation of presentations and related materials for meetings, webinars, and training programs.
- Promoting the organization’s resources at industry events and conferences.

Skills & Qualifications:

- Minimum education: Bachelor’s degree.
- Strong writing, editing, proofing and verbal communication skills.
- Excellent interpersonal skills, including the ability to work with staff at all levels, interact with external partners, and represent the organization to the public.
- Excellent organizational skills, including strong attention to details, and the ability to conduct and coordinate multiple tasks under pressure and meet deadlines.
- Ability both to take direction and to work independently, taking initiative within areas of responsibility.
- Positive attitude and ability to adjust to changing priorities and growing responsibilities.
- Limited national and local travel may be necessary.
- Ability to read and speak Spanish a plus.

Compensation Package:

Salary is based on qualifications and prior experience.

Exceptional benefits package including:

- Employer paid health/dental/vision insurance for employee and all dependents.
- Employer paid defined benefit pension (vesting after 3 years).
- Paid vacation, sick leave, and holidays.
- 401K Plan with an Employer match.
- Relaxed work environment.

Equal Employment Opportunity.

CPWR: The Center for Construction Research and Training does not sponsor applicants for work visas.

Email resume and cover letter to jobpostings@cpwr.com. Cover letter should describe prior experience as related to this position. No phone calls please. Due to volume, email responses will only be sent to qualified individuals.