

Research and Program Assistant

Reports to: Chief of Staff

Location: Washington, D.C. (Hybrid — 3 days/week in person)

Employment Type: Full-time

About the National Academy of Social Insurance:

The National Academy of Social Insurance is a nonprofit, nonpartisan organization with a membership of more than 1,300 of the nation's leading experts on social insurance. Our mission is to advance solutions to the challenges facing the nation's social insurance programs, including Social Security, Medicare, Medicaid, Unemployment Insurance, Workers' Compensation, disability policy, and related areas. This position will work closely with the Academy team on several major projects and provide direct support to the executive team, inclusive of the Chief of Staff and the CEO.

Position Summary:

We are seeking a highly motivated and detail-oriented Research and Program Assistant to provide direct support to the Chief of Staff and CEO. This role offers a unique opportunity to work at the intersection of executive support, policy research, program coordination, and organizational communications.

The ideal candidate will bring strong organizational skills, a collaborative spirit, and a passion for social insurance to a small, mission-driven team. This is a fast-paced environment where flexibility, a sense of humor, and a commitment to making the world a better place are highly valued. This position is well-suited for someone early in their career who is eager to gain hands-on experience in nonprofit operations, executive leadership, and public policy.

Key Responsibilities:

Executive Support & Coordination

- Manage and coordinate calendars and meeting logistics for the CEO and Chief of Staff.
- Provide administrative support, including scheduling, project tracking, and note-taking.
- Assist with communications and coordination between the leadership team and the Board of Directors.
- Other duties as assigned.

Project Management & Program Support

- Track project timelines and help ensure deliverables and deadlines are met.

- Assist in planning and executing Academy events, convenings, and meetings, including Task Force and Consortium meetings.

Research & Writing

- Provide research assistance to several projects relating to Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), and disability justice.
- Assembling, organizing, and synthesizing research, writing, and feedback (e.g. on a Task Force report).
- Writing and editing for research briefs, reports, publications, and other Academy content.

Qualifications

- Thrives in a fast-paced, collaborative working environment.
- Strong research and writing skills; research experience in a related field is a plus.
- Strong interest in public policy; understanding of social insurance programs such as Social Security, Medicare, Medicaid, and Unemployment Insurance.
- Some experience in an administrative, research, communications, or project coordination role.
- Excellent organizational skills with strong attention to detail and the ability to manage multiple priorities.
- Excellent communication skills.
- *Lived experience with social insurance programs is highly valued.*

Compensation & Benefits

Salary commensurate with qualifications and experience, starting at \$55,000. The Academy offers a competitive benefits package.

To Apply:

Please send a resume and a **short** cover letter in a single PDF outlining your interest and relevant experience to nasi@nasi.org, along with contact information for three references. Please use the subject line-- **Last Name: Research/Program Assistant**

No phone calls, please.

The National Academy of Social Insurance values diversity. Women, BIPOC individuals, people with disabilities, LGBTQ+ individuals, and people with lived experience of social insurance and related programs are encouraged to apply.