



## Research Program Manager

*For consideration, please send a CV/resume and 2–3-page writing sample to [info@humanrightsresearch.org](mailto:info@humanrightsresearch.org).*

### Who We Are:

Human Rights Research Center (HRRC) is a nonprofit start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

HRRC is looking for a **volunteer** Research Program Manager to join the team. Given the nature of this role's work, this position can be completed remotely.

### Who You Are:

You are a champion for international human rights. You have demonstrated leadership and problem-solving skills and are comfortable overseeing a large remote team. You thrive in start-up environments while working on multiple projects at a time. You strive for continuous improvement and prioritize time management. You have excellent research, writing, and analytical skills, in addition to a sharp attention to detail. You are a strong communicator who provides constructive feedback to contribute to the team.

### What You'll Do:

- Assist in the management and supervision of HRRC's research team.
- Develop, implement, and evaluate strategic plans, goals, and objectives.
- Oversee program plans and tracking of progress and changes.
- Provide and communicate overall vision and direction for program.
- Manage and complete assigned work plan objectives and projects on a timely basis.
- Seek opportunities to make improvements to team efficiency and process.
- Provide guidance and role-modeling to all research analysts.
- Establish milestones and monitor adherence to master plans and schedules.
- Exceptional candidates will have knowledge of research methods and experience in leading teams and in project or program management.
- Fluency in languages other than English is an asset.

### Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of dedicating 3-5 hours per week. At least a six-month time commitment is required.

*Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status,*

Human Rights Research Center (HRRC)  
E-mail: [info@humanrightsresearch.org](mailto:info@humanrightsresearch.org) Website: [www.humanrightsresearch.org](http://www.humanrightsresearch.org) EIN: 87-1306523  
2000 Duke Street, Suite 300, Alexandria, VA 22314, U.S.A.



*sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.*