



Research Program Manager (Volunteer)

Who We Are

Human Rights Research Center (HRRC) is an established 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.

Who You Are

We are seeking a strategic, equity-driven Research Program Manager to oversee HRRC's research initiatives and ensure rigorous, ethical, and impactful analysis of human rights issues. This **volunteer** role is ideal for someone passionate about systemic change, committed to collaboration, and skilled in leading projects from ideation to publication. The Research Program Manager will be reporting directly to the Founder of HRRC.

What You'll Do

- Lead the planning and implementation of research projects, including timeline development and task tracking
- Manage a volunteer research team and foster a trauma-informed, inclusive environment
- Assistance with onboarding—including position recruitment and conducting interviews—and off-boarding.
- Maintain documentation and ensure ethical standards across all phases of research
- Coordinate cross-team collaboration to convert findings into accessible digital content
- Monitor progress and support communications staff in translating insights into infographics, policy briefs, and toolkits
- Draft research protocols and conduct literature reviews or data analysis as needed
- Contribute to grant reporting by supplying research impact metrics and summaries

Qualifications

- Demonstrated interest in human rights, public policy, or advocacy-based research
- Experience managing programs or complex projects (volunteer, academic, or professional)
- Familiarity with qualitative and/or quantitative research methods required
- Proficiency with Google Workspace and Slack
- Detail-oriented, with strong organizational and leadership skills
- Ability to work independently and adapt within a remote, start-up environment
- Ability to coordinate with an international team across time zones
- Comfort navigating trauma-informed practices and ethical research standards

Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 5-8 hours of work per week. At least a six-month time commitment is required.



Benefits of Volunteering with Us

- Shape justice-driven research that informs advocacy and education
- Build a portfolio of equity-centered research reports and content
- Collaborate with a diverse, passionate team
- Gain experience translating research for public and policy audiences
- Receive professional references, LinkedIn recommendations, and public recognition for your contributions

How to Apply

Please complete the online application form: <https://forms.gle/9zEou9CE78LkupSbA>.

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, 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.