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<b>Job Title</b>	Community Research Associate
<b>PVN ID</b>	VB-2506-006890
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
<b>Department</b>	CUNY Institute for State and Local Gover
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$50.00
<b>Hour(s) a Week</b>	0.00-10.00
<b>Closing Date</b>	Aug 18, 2025 (Or Until Filled)

## General Description

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The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal legal system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. We are seeking new team members with enthusiasm to shape the future of state and local policy.

We are hiring one or more Community Researcher Associates to work on our research project “A NYC Community-Led Research Project to Reduce and Respond to Hate Crimes.” The key responsibility will be data collection through interviews and focus groups with community members who have experienced or witnessed a hate crime. Community Researcher Associates may also assist with analysis and interpretation of quantitative and qualitative data. This is an excellent opportunity for enrolled CUNY students or people in their early careers who are seeking research experience in a community setting.

You will be part of the project’s research team, helping it to accomplish the three main project goals: (1) increased reporting for survivors of hate crimes, (2) improved support for survivors of hate crimes, and (3) strengthened coordination among community-based organizations to help prevent and respond to hate crimes. This project uses community-based participatory action research, and we will provide training for the project’s research methods. We are working alongside 7 community-based organizations that serve target populations who are largely impacted by hate crimes: 67th Precinct Clergy Council, Arab American Association of New York, Asian American Federation, Hispanic Federation, Jewish Community Relations Council, New York City Gay and Lesbian Anti-Violence Project, and Sikh Coalition.

## Other Duties

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The Community Research Associate will report to a Senior Research Associate or Project Director on a range

of tasks depending on the project, which may include but are not limited to:

- Carrying out literature, policy, and practice reviews
- Assisting in the facilitation of interviews, focus groups, and surveys
- Coding and analyzing qualitative data
- Developing codebooks, coding schemes, file specifications, and other resource documents
- Synthesizing and interpreting findings
- Supporting the design and creation of reports, presentations, and dashboards or other types of data visualization for practitioner and policy audiences
- Other duties as assigned

*This position is hybrid and based in New York City. CUNY ISLG staff work out of the Midtown office. Interviews and focus groups will be conducted both remotely and in-person.*

## Qualifications

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- Enrolled in college/university degree program
- Experience in working with communities, community-based organizations, neighborhood or church groups, councils, or committees. These can be either professional or volunteer roles.
- Oral and written proficiency in Punjabi
- Excellent communication abilities
- Good listening skills and note-taking abilities
- Computer literacy
- Ability to work on a team, as well as independently
- Flexibility and adaptability

This is a part-time, temporary position in New York City with a salary range of \$25-50/per hour starting immediately. Our staff benefit from:

- A positive work/life balance
- Engagement with the broader CUNY network and NYC community
- Working with team members who have years of significant public sector and policymaking expertise

### How to Apply

For this role, please submit a cover letter describing your qualifications and interests and include your resume. If you have any questions, please email them to Sana Khan at [sana.khan@islg.cuny.edu](mailto:sana.khan@islg.cuny.edu).