



OPEN POSITION FOR RESEARCH AND POLICY COORDINATOR

TO APPLY, SEND YOUR RESUME AND COVER LETTER TO INFO@LAALNYC.ORG

ABOUT LAAL NYC:

Laal is looking for dedicated leaders to join our growing team. At Laal we provide resources to Bengali women in the Bronx so that they can live healthy, engaged, and joyful lives. In Bangla, *laal* means red. Laal symbolizes many things: the mark of menstruation; the red *altha* with which Bengali women adorn themselves; the red saree Bengali women wear on their wedding day; the red *bindi* that Bengali women are famous for; and of course, the red sun in the center of the Bangladeshi flag. We chose this as our name because it serves as a reminder of the strength and resilience of Bengali women.

Laal is a 501(c)3 nonprofit organization dedicated to the wellbeing and movement building of Bengali/Bangladeshi womxn from the Bronx. To date, we have held over 345 womxn-led workshops, gathered over 200 active members and assisted over 2,800 individuals in obtaining food and other resources during the COVID19 pandemic. Laal envisions Bangladeshi womxn breaking generational cycles of poverty and trauma, advocating for change and building sustainable, joyful communities.

For more information about Laal, please visit www.laalnyc.org.

ROLES AND RESPONSIBILITIES:

- Support Laal's involvement in federal, state, and city campaigns to end gender-based violence, mental health advocacy, and putting Bangladeshis on the map.
- Monitor the progress of research activities; develop and maintain records of research activities, and prepare periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
- Supports Laal staff in coordinating and advancing legislative campaigns.
- Legislative monitoring and tracking in support of legislative goals of NYS and NYC Council. Identify opportunities for advancing policy reform at the city, state, and federal level.
- Maintain relationships with activists, organizers and other nonprofit leaders working on racial justice, maternal/women's health, civil liberties, anti-poverty, DV and other issues. Participate in, strengthen, and support coalitions.



- Lobby members of NYC Council, the Administration, and policymakers and their staff on legislation, regulations, and other policy issues.
- Educate the public and policymakers on all issues important to Laal and research being conducted.
- Represent Laal at conferences and coalition meetings.
- Partner with communications staff on email alerts, web page content, and social media messaging.
- Track, analyze, and coordinate with Laal staff and allies to respond to proposed legislation and City Council hearings.
- Engage with media strategy, including giving interviews and statements, and drafting press releases, opinion editorials, and letters to the editor.
- Plan policy panels, briefings, and other events.
- Draft and disseminate coalition sign-on letters, fact sheets, backgrounders, policy reports, and other lobbying materials.
- Plan, implement, and maintain data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.
- Recruit, instruct, supervise and coordinate research subjects and/or volunteers, as appropriate to specific study objectives and work scope. Supervise and coordinate the provision of support services to investigators and researchers.
- Ensure the smooth and efficient day-to-day operation of research and data collection activities; act as the primary administrative point of contact for internal research staff and as the principal operational liaison for other research organizations, funding agencies and regulating bodies.
- Coordinate the day-to-day activities of any technical support staff specifically engaged in the carrying out of research/clinical protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives.
- Plan and coordinate the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity.

REQUIREMENTS:

- Bachelor's degree and/or 3-5 years' experience or equivalent education, including two years' professional-level evaluative, analytical, and planning work, or any combination of experience.
- Ability to work quickly in a fast-paced environment, juggle multiple projects, thrive under time pressure, and adapt to evolving circumstances.
- Confidence to take initiative and make decisions proactively.
- Strong people skills, emotional intelligence, and ability to work well with others.



- Outstanding interpersonal communication skills (written and oral).
- Must bring enthusiasm, creativity, patience, good judgment and flexibility to their work.
- Excellent organizational skills, with high accuracy and attention to detail.
- Commitment to the highest standards of integrity.

SALARY:

The annual salary for the Research and Policy Coordinator is between **\$52,000 to \$55,000** depending on experience. Full-time employees are also eligible for a comprehensive benefits package including but not limited to medical and dental and coverage; a 401(k) retirement plan with employer contribution; a generous vacation, sick leave, and parental leave policy; and a professional development fund. More specific information about salary and benefits will be provided when and if an offer is extended.