



**Job Title:** Research Assistant (Part-time)

**Job Location:** Remote (anywhere in the United States)

**Time Expectations:** Part-time, 15 hours per week\*

**Job Overview:** The Research Assistant will support the Vice President of Research and Innovation at Project Shema on the development of new Project Shema initiatives and resources.

**Compensation:** \$35 - \$45 per hour.

### **About Project Shema**

The word shema comes from the Hebrew word “to hear,” and it’s this concept that guides everything we do. We are a team with diverse identities who have invested our lives in uplifting vulnerable communities. Listening with curiosity and compassion is at the center of our relational engagement approach. Our goal is to help others understand Jews’ stories, identities and lived experiences. Since its founding, Project Shema has supported Jewish institutions and major corporations, locally and globally, to explore these complex issues. For more, visit our website.

### **Our work**

Project Shema is an independent nonprofit organization that trains and supports the Jewish community and allies to understand and address contemporary antisemitism, with an emphasis on how anti-Jewish ideas can emerge in progressive spaces and in discourse around Israel and Palestine. Founded by Jewish leaders with deep ties in social justice movements, Project Shema brings a fresh and humanizing approach to these challenging issues.

### **To apply**

Email 1-2 paragraphs outlining how your unique skill set fits within the responsibilities below along with your resume to [apply@projectshema.org](mailto:apply@projectshema.org)

Project Shema seeks to build an inclusive organization. We welcome all applicants who align with our values, regardless of identity, and incorporate equity-based considerations into our selection and compensation process. We also want to explicitly encourage people to apply even if they don’t feel like they meet all the qualifications below. We don’t want any passionate person to hold back from pursuing a role due to doubts about qualifications.

## Our Team Values

- P'tichut (Continuous Learning): Being a great training and support organization requires a humble team dedicated to continuous listening, learning, and growth.
- Briyut (Wellness): The intensity of these issues will test us emotionally, so our team places a priority on mental wellbeing.
- Chazak (Strength): We're all here because we feel a sense of obligation to protect our community, so we're committed to fostering the strength & resilience necessary to do so.
- Achdut (Solidarity): We have each other's back.
- Hinenu (Here we are): In the moments our community is most afraid, our team steps up to support and guide those in our network.

## General Expectations

- You have a deep commitment to the wellbeing of the Jewish people.
- You are aligned with the organization's core principles.
- You have a strong work ethic, are a self-starter, and can be productive with minimal supervision.
- You are detail oriented, well-organized, and an effective communicator.
- You are curious, have a growth mindset, and are committed to personal learning
- You have a commitment to diversity and pluralism
- We believe in a flexible approach to work and trust our team members to deliver the objectives of their roles within the deadlines we set collaboratively.

## Preferred Experience

- You have a Master's degree in a relevant field, with advanced PhD students or recent graduates preferred

## Job Scope

### *Research Assistance and Content Innovation (100%)*

- Identify contemporary researchers whose work is in line with Project Shema's interests and priorities
- Review existing research, prepare written summaries and annotated bibliographies
- Review and edit academic articles for Project Shema e-journal
- Help define specific research questions for further exploration
- Participate in weekly Research and Innovation department meetings (Monday), weekly staff meeting (Tuesday), and weekly learning meeting (Tuesday)