Date of Posting: August 20, 2019
Deadline for Applying: September 10, 2019
Reports to: Director of Government Relations and Research

Position and Description:

The VEA is seeking qualified applicants for the position of Research Assistant in the Office of Government Relations. VEA is a statewide community of more than 40,000 teachers and school support professionals working for the betterment of public education in the Commonwealth. VEA is the state affiliate of the National Education Association with more than 3 million members. See our website at www.veanea.org.

The Research Assistant position reports to the Director and Specialist-Government Relations and is located at the VEA headquarters in Richmond. The Research Assistant is responsible for performing semi-independent work on assigned studies and reports, as well as providing general administrative support to the Office of Government Relations.

Primary responsibilities of the position include policy research, sending out questionnaires, compiling data, and developing reports for various studies. The position is responsible for updating the Government Relations database using various source data. The position may also involve working with the VEA Fund for Children and Public Education as needed.

The ideal candidate will have excellent oral and written communications skills, superior attention to detail and above average technology skills. Proficiency with Excel and PowerPoint required and experience with Access and on-line survey programs is highly desirable.

A high school diploma required, and a background in administrative or mathematics/statistics is preferred. The position may involve limited travel. An understanding and appreciation for the role of public education in today’s society is highly desirable.

Salary and Fringe Benefits:
Salary is negotiable, depending upon qualifications and experience, with a hiring range of $18 - $22/hour. Fringe benefits include prorated leave, paid holidays, and a 401k plan. This is a part time position at approximately 20 hours per week.

Application Procedure:
In order to apply, please send a cover letter, resume, and contact information with phone numbers for three references to recruiting@veanea.org.

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