



## Indicators Research Assistant

### Background of Sustainable San Mateo County and the Indicators Report:

Established in 1992, Sustainable San Mateo County (SSMC)'s mission is to encourage community action on issues relating to sustainability by providing accurate, timely, and empowering information. Our core program, the *Indicators for a Sustainable San Mateo County* report, provides fact-based information on local trends impacting our economy, environment, and society. It helps governments, businesses, civic groups, and nonprofit organizations set measurable goals and make progress toward achieving them.

### Position Description:

Working under close supervision of the Program Manager, the research assistant will be responsible for some or all of the following:

- Research a specific indicator or set of related indicators as outlined by the SSMC research guide
- Research recent and relevant local, state and federal legislative action
- Create tables and charts using data visualization software (training available)
- Create "Solution" or "Take Action" articles that link to indicators

Tasks will be assigned based on volunteer interests and goals and SSMC projects and priorities. Course credit may be available to students and should be arranged on a case-by-case basis.

This is a **part-time, unpaid position** that reports to the Program Manager. Work can be completed remotely and hours are flexible.

### Qualifications:

- Highly motivated, independent, and responsible
- Passion for environmental and community sustainability; experience or background in San Mateo County ideal but not required
- (Students) In good academic standing and able to commit for a minimum of one quarter/semester

### Knowledge and Skills Developed:

- Understand the root causes and inter-relational nature of social problems
- Learn how citizen groups have and can affect change in their communities
- Develop research, communication, advocacy, and/or problem-solving skills

### Application Requirements:

- Resume with relevant experience/coursework
- A cover letter showing your interest and qualifications for the position

Please send all application materials to Flora Kaplan at [flora@sustainablesanmateo.org](mailto:flora@sustainablesanmateo.org) as soon as possible with the subject line: "SSMC Indicators Research Assistant Application".