

Pathways Research Assistant

Background of Sustainable San Mateo County and the Pathways Project

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.

Pathways to Sustainable Communities is a new project that goes beyond SSMC's 20 years of data reporting to identify steps and solutions that individuals, decision makers, and communities can take toward more sustainable futures.

Position Description:

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

- Research on sustainability topics in the form of:
 - Interviews and literature review
 - Data analysis
- Writing or editing report content
- Graphic and website design

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 as soon as possible with the subject line: "SSMC Pathways Research Assistant Application".