

Position Title	Research Assistant
OVERVIEW	<p>Quantum Governance, L3C is looking to expand our team to include a research assistant with a strong interest in the nonprofit sector, specifically working with charitable organizations, credit unions, foundations and associations.</p> <p>Our team is looking for an independent contractor and self-starter, happy to work remotely with a small team that is also 100% virtual. Ideally, you live in the eastern or central time zone and are available to work Monday through Friday, on an hourly basis. Estimated workload is 8-10 hours a week. Hourly rate is \$30 per hour.</p> <p>College graduate, post-graduate candidates preferred with related professional experience and exceptional communications skills.</p> <p>At Quantum Governance, we don't just accept diversity — we seek it, we welcome it and we thrive on it. We think that it is necessary for the benefit of us as individuals, for our clients and for the world. Quantum Governance is proud to be an equal opportunity firm and is an affirmative action employer.</p>
Typical Tasks Done on a Daily or Weekly Basis	<ul style="list-style-type: none"> • Organize and conduct research in the fields of governance and strategy • Generate reports and draft white papers • Proofread
Attributes	<p>We are looking for high-integrity individuals who want to learn and are genuinely curious, highly-engaged, accountable and ethical. It is vital that you are able to work efficiently with an eye toward the big picture. We value open minds, thoughtful questions and intellectual discourse.</p>
Skills	<p>First and foremost, we are looking for someone who is a strong communicator - both verbally and in writing. We also need someone who is fluent in Word, Excel, PowerPoint, Google Docs, Google Slides, Google Sheets, Zoom and other video conferencing platforms.</p>
Typical Hours/Week	Estimated 8-10 hours/week, rate \$30 per hour.

Interested and qualified candidates, please contact Quantum Governance Director of Communications, Gisèle Manole at gisele@quantumgovernance.net. We look forward to hearing from you!