

About ACT Ohio:

The Affiliated Construction Trades of Ohio (“ACT Ohio”), is a subsidiary of the Ohio State Building & Construction Trades Council. It provides the state’s construction industry with important resources to enable the utilization of best industry practices in Ohio’s public and private construction markets. Additionally, ACT Ohio seeks to educate the public and elected officials on building trades public policy issues. ACT Ohio also conducts multiple information-gathering and sharing functions to ensure the most accurate information is disseminated among its membership. Additionally, the organization provides research and legal services to its affiliated local unions.

Position:

ACT Ohio is seeking an experienced and dedicated individual to join its staff as a Research Associate. A well-qualified candidate should have extensive experience or a strong educational background in legal, economic, and public policy research. The Research Associate will work directly with the in house legal counsel and other members of the Legal & Research Department in a small office collaborative setting. Typical research assignments will include construction contractor background research reports, State of Ohio prevailing wage and Davis-Bacon investigations, Freedom of Information Act requests, and administrative law analysis. Additionally, the Research Associate will be tasked with providing ACT Ohio’s members with monthly regional economic analysis reports.

The position will include some membership duties, including the maintenance of project databases, drafting of correspondence, data entry, and other administrative projects as needed.

The Research Associate will be based in Columbus, Ohio.

Well-qualified candidates should demonstrate:

- (i) Strong inter-personal skills, including experience managing multiple research projects with different organizations simultaneously
- (ii) Excellent analytical skills
- (iii) Experience using LexisNexis and other research services
- (iv) Experience using Microsoft Word and Excel
- (v) Knowledge of state government and/or the construction industry is a plus
- (vi) Strong writing skills, including the ability to create well-written concise research reports
- (vii) Understanding and commitment to the labor movement is a plus

The minimum education qualification for this position is a bachelor’s degree. Advanced or professional degrees are not required for this position.

Salary & Benefits:

- Salary is commensurate with experience (cover letter should include salary expectations)
- Benefits package includes medical, dental, vision, employer paid annuity and employer matched 401K
- This position is represented by a staff bargaining unit
- Generous holiday and leave policy

To Apply:

E-mail a cover letter (with salary expectations), detailed resume, research writing sample (not to exceed 5 pages), and three professional references.

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ACT Ohio is an equal opportunity employer.