



Jazz4Justice is seeking a Research Assistant short term six month contract for December 2023 through May 2024. The position includes a flexible schedule, is remote, and is on a contract basis up to 10 hours per week at \$15 – \$25/hr, depending on experience and education. Although not required, preference will be given to those who reside locally to Northern Virginia.

The Research Assistant will work with the Artistic Executive Director to:

- Assist with the research and development of the Annual Report
- Research and visually present data
- Location based research for events and logistics
- Assist with research for grant reports
- Assist with research and content development as needed for the social media calendar

### **Background**

Jazz4Justice raises public awareness and funds for Legal Aid and music scholarships. We do this by forming collaborative partnerships with the legal community, the business community, the music community, and Universities. Since 2001, more than 60 annual J4J Concerts have been organized throughout the Commonwealth of Virginia raising over \$600,000 for pro bono legal services and jazz scholarships.

<http://www.jazz4justice.com>