



Job Title: Research Project Coordinator

 *Location: New York, NY (Hybrid)*

 *Full-time | Entry to Mid-Level | Non-Exempt*

The Advertising Research Foundation (ARF) is seeking a detail-oriented and collaborative **Research Project Coordinator** to support our dynamic Research division. This role offers a unique opportunity to work closely with industry thought leaders and manage a variety of initiatives across our Member Communities, Councils, and research programs.

About the Role

As Research Project Coordinator, you will support both member-led communities and internal research efforts. You'll help facilitate smooth operations across programs, coordinate meetings and events, assist in the production and dissemination of research outputs, and contribute to the execution of studies. Ideal candidates are organized, communicative, and enthusiastic about using new technologies—especially AI tools—to streamline reporting and insights.

Key Responsibilities

- Provide coordination and administrative support for Member Councils and the Research Leadership Committee.
 - Monitor engagement and participation across member programs.
 - Assist in organizing events, preparing speaker materials, and publishing outputs online.
 - Use AI and CRM tools to summarize meetings and manage content updates.
 - Help draft research reports, track project timelines, and manage incentives.
 - Liaise with members and partners to ensure smooth operations and communication.
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Qualifications

- Bachelor's degree required.
 - 1–3 years of project coordination experience, ideally in research or media.
 - Strong organizational, interpersonal, and written/verbal communication skills.
 - Proficiency in Microsoft Office and Google Workspace.
 - Experience in coordinating research projects and comfort working with data.
 - Familiarity with generative AI tools and CRM systems a plus.
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Why Join ARF?

You'll join a mission-driven organization at the forefront of advertising and media research, collaborating with some of the most respected brands and thinkers in the industry. This role offers career growth, continuous learning opportunities, and the chance to make a tangible impact on influential projects.

Interested? Apply today and help shape the future of advertising and media insights.

Would you like a shorter or more informal version as well, or is this tone and format aligned with your needs?