



### **Position Description – Research Project Coordinator**

**Job Title:** Research Project Coordinator

**Division:** Research

**Reports to:** Vice President, Research

**Supervises:** N/A

**Status/Grade:** Non-Exempt

**Date:** January 16, 2026

### **Summary of Position**

The Research Project Coordinator provides support for ARF Councils and the Research Leadership Committee, while also assisting the Research team with research projects. ARF Councils are member-led and ARF-facilitated peer groups formed around broad industry topics. The role requires exceptional organizational, time management, and communication skills, and the ability to develop relationships and execute projects with both internal and external stakeholders. With some experience, this role will also contribute to the execution of research projects, data analysis, and the generation of insights.

### **Primary Responsibilities**

- Work closely with VP Research to ensure the Council and Research Leadership (RLC) Programs run smoothly.
  - To this end, this position will actively monitor program engagement and member participation in the Council and RLC programs.
  - Schedule meetings for and provide administrative support for these programs.
  - Record and transcribe meeting notes and use AI facility to summarize these meetings when needed or ensure meeting notes are completed by the Council's Young Pros Officers.
  - Update the CRM system to record changes in Council and RLC membership.
  - Consult regularly with the VP of Research on issues related to member engagement with the ARF Council Program and project tasks for the RLC.
  - Outreach to prospective new Council Committee members and communications with wavering Council Committee members.
  - Edit Council Community newsletters
- Assist the Events Team in setting up ARF Council events, including setting up prep calls and obtaining speaker bios and photos.
- Manage the development of Councils' podcasts and maintain them on the public podcast platforms.
- Become proficient in the use of LLMs and help to create a process that improves the efficiency of event reporting.
- Coordinate research projects and presentations, assisting in the creation of reports.
  - Ensure research materials, reports, and presentations are well-organized and accessible to relevant stakeholders.
  - Maintain organized records of research participants, surveys, and data collection efforts.
  - Assist in the production of research presentations and slides for Council events.
  - Manage incentives for respondents in Research Dept. survey projects.
  - Track and update research project progress, maintaining documentation and ensuring timely follow-ups with stakeholders.

### **Qualifications**

- Excellent academic credentials; BA/BS min
- 1-3 years of project coordination experience; ideally in the research or media industry
- A demonstrated ability to build and maintain professional relationships
- Strong interpersonal and communication skills and ability to work well on a team
- Excellent verbal & written communication skills
- Strong skills with Microsoft Office applications (Word, Excel, and PowerPoint) and Google Apps (Gmail, Google Docs and Drive)
- Experience coordinating research projects
- Familiarity with AI tools for research and insights is desirable