



# Moving Forward Network Research Assistant

*UEP & UEPI*

*Summer 2024*

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## **Duties/Responsibilities:**

The Moving Forward Network (MFN) is a national environmental justice (EJ) network housed within the Urban and Environmental Policy Institute. The student worker will offer administrative and research support to MFN staff. Under the supervision of MFN's Project Coordinator, the Student Worker will:

- Provide administrative support to the Program team work group meetings (3 workgroups meet 2x month)
- Provide research support for the MFN policy and organizing campaign by working closely with the MFN Project Coordinator to contribute to the following:
  - Collect and gather Port Authority research previously done in order to:
  - Assist with writing a document that outlines the next steps that the network should take on this issue area.
  - Collaborate with MFN staff to consider how this research and data could be used as a resource for MFN member organizations.
  - Providing support for literature reviews on issues related to the freight transportation system and the various aspects of that system that impact communities.

Additionally, the Student Worker will engage in understanding the UEPI/MFN mission and engage in activities that include:

- Participation in weekly meetings with the Project Coordinator to ensure understanding of environmental justice issues and the impacts on public health, workers, environment, and communities from the built environment.
- Performing office-related tasks as needed by MFN staff at the UEPI building.

Student will need to have access to a computer to perform the work.

For more info and background on the MFN, please visit: <https://www.movingforwardnetwork.com/about-us/>

**Qualifications:** Ability to use G-Suite apps and Microsoft Office.

**Start date:** May 12, 2024

**End date:** August 17, 2024

**Work Schedule:** Anytime Monday - Friday during normal business hours, 9am-5pm

**Hours Per Week:** Up to 40 hours

**Starting pay rate:** \$16.78 per hour. Effective 07/02/2024, the minimum wage will increase to \$17.28 per hour.

**Work Award:** Not required during the Summer.

To apply, please submit a cover letter, resume, and student employment [application](#) to Cecilia Garibay, [cgaribay@oxy.edu](mailto:cgaribay@oxy.edu).