Data&Society

Program Manager, Disinformation Action Lab
Job Description – May 2019

Data & Society Research Institute is seeking a dynamic and energetic Program Manager to provide project management, engagement, and research support for the Disinformation Action Lab (DAL).

About the Program Manager, Disinformation Action Lab

The Program Manager for the Disinformation Action Lab ('PM-DAL') will be responsible for facilitating and coordinating all activities for the Lab. This role will be tasked to develop, support, and execute engagement activities, manage the operations of the disinformation curriculum with civil rights groups, support partner coordination, oversee discrete contracts, and conduct spot research and policy analysis.

The PM-DAL loves research and engagement work, and loves helping others do important and impactful research even more. This person assumes the goals of the research team as their own and uses their skills and expertise to lead cross-functional teams, inspiring a sense of shared purpose in achieving research project objectives. They are a change agent working towards organizational excellence, who champions the work of Data & Society researchers and its forward-thinking initiatives to position the institute for continued success and growth.

The ideal candidate is excited about shaping a newly created role within a young and fast-moving team and is a natural leader who strives for continuous iteration and learning. They enjoy thinking strategically about what is needed for research to be useful, relevant, and accessible, and enjoys providing project management and support.

The PM-DAL role is a full-time, exempt position, and reports directly to the Project Lead for DAL.

Responsibilities
- Coordinate and plan meetings, workshops, and trainings. This includes developing and executing Databite and SGS programming and supporting the implementation of 'Monthly Learning Labs' and curriculum workshops.
- Effectively coordinate and conduct research and engagement meetings. This includes leading the planning and follow-up of partner meetings and monthly research insights meetings for DAL projects.
- Manage operations of disinformation curriculum for civil rights groups. Work with researchers to develop project plans with clear timelines and deliverables. Work with partners and initiative lead to ensure products are practical and applicable to civil rights groups.
- Manage disinformation analysis and response structure for Civil Society Intelligence Unit, which supports civil rights groups in understanding and countering the problem of disinformation. Work with initiative lead and external partners to source

information and structure demand for research requests from civil society. Work with researchers to determine appropriate analysis/knowledge product and manage the development of output.
- Oversee contracts/budgets in concert with initiative lead and grants & contract manager to ensure efficient spending practices.
- Conduct spot research and analysis on a variety of topics related to the disinformation curriculum and/or other DAL research projects.

Qualifications
- A minimum of five years' experience in a nonprofit, government, or philanthropy, or university working on research-related project management issues.
- Experience in a leadership role in organizational research planning and implementation process.
- Intermediate to advanced proficiency in Microsoft Office, Google Suite, as well as workflow and project management tools like Asana.

Competencies
- Strong project management and organizational skills
- Self-motivated, independent, quick learner
- Effective diplomatic skills, good judgment, and discretion
- Superior communication skills
- Strong writing and editorial skills
- Strong policy analysis and research skills
- Ability to remain calm under pressure and help others to stay calm as well
- Grasp and fascination with issues around the intersection of technology and society

Practical Considerations
- This position is located at the Data & Society office in the Flatiron district of New York City and allows for some telecommuting at the discretion of the Director of Research.
- You must be eligible to work in the United States. Data & Society is unable to sponsor visas at this time.
- You will be offered a generous benefits package including health insurance, paid time off (PTO), and paid holidays.

Salary: $75k - $85k (Commensurate to experience)

To apply, please submit the following materials to https://boards.greenhouse.io/datasocietyresearchinstitute/jobs/4284249002 by **Friday, June 7, 2019**:

- Cover letter explaining why you are right for this role and your interest in working with Data & Society. Please include three professional references (name, title, email address, and the nature of your professional relationship).
- CV

Please feel free to contact jobs@datasociety.net with any questions about the position. Questions about the opportunity or process will not reflect negatively on your application.

About Data & Society

The issues that Data & Society seeks to address are complex. The same innovative technologies and sociotechnical practices that are reconfiguring society—enabling novel modes of interaction, new opportunities for knowledge, and disruptive business paradigms—can be abused to invade people's privacy, provide new tools of discrimination, and harm individuals and communities.

To provide frameworks that can help society address emergent tensions, Data & Society is committed to identifying thorny issues at the intersection of technology and society, providing and encouraging research that can ground informed, evidence-based public debates, and building a network of researchers and practitioners who can anticipate issues and offer insight and direction.

Data & Society's programs bring together different perspectives, research methods, and practices. We weave together researchers, entrepreneurs, activists, policy creators, journalists, geeks, and public intellectuals. We see tremendous reciprocal benefits for network building and research when they are combined.

The work and well-being of Data & Society are strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We are committed to making certain that a wide array of perspectives are heard and that our research is publicly available. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.