

**POSITION TITLE: COMMUNICATIONS & RESEARCH ASSOCIATE****LOCATION:** Remote (*proximity to Washington D.C. region is helpful but not required*).**FLSA STATUS:** Exempt

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**ABOUT TRIP**

TRIP® is a private, nonprofit organization that researches, evaluates, and communicates economic and technical data on surface transportation issues. Funded through voluntary contributions from companies and organizations in the highway construction sector, TRIP has advanced its mission for more than 50 years through a collaborative model of industry and public partners.

Through national and state-level research and strategic communications, TRIP generates significant earned media coverage to inform policymakers, stakeholders, and the public about transportation infrastructure needs, safety, and economic impact.

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**POSITION OVERVIEW**

The Communications & Research Associate plays a central role in advancing TRIP's mission by producing quality research and driving strategic communications that elevate surface transportation infrastructure issues nationwide.

This role combines policy research, data analysis, and proactive media engagement to translate complex transportation data into clear, compelling narratives that inform the public and influence decision makers.

Working within a small, collaborative team, this position helps plan and execute national and state-level report releases, generate significant earned media coverage, and positions TRIP as a trusted voice in transportation policy and investment.

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**KEY RESPONSIBILITIES****Research & Data Analysis**

- Research, write, and edit national and state-specific reports on transportation issues
- Gather, maintain, and analyze transportation data from federal, state, and regional sources.
- Translate technical data into clear, accessible, and media-friendly findings

**Communications & Media Relations**

- Develop, write, and edit media materials, including news releases, media advisories, and support documents
- Create targeted media lists for each report release, including local, state, and national outlets.
- Distribute media materials and proactively pitch report findings and news conferences to media

**Report Releases & Event Coordination**

- Plan and execute report rollouts, including coordinating news conferences and media briefings
- Serve as TRIP's primary liaison for organizing news events, including identifying locations, coordinating logistics, and working with local partners and speakers

### External Engagement & Spokesperson Responsibilities

- Respond to inquiries from reporters, policymakers, and stakeholders
- When needed, serve as a media spokesperson providing presentations and legislative testimony

### Stakeholder Collaboration & Outreach

- Build and maintain relationships with media, elected officials, government agencies, business organizations, and advocacy groups
- Coordinate with partners—including state DOTs, chambers of commerce, and safety advocates—to support report development and media outreach

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### WORK ENVIRONMENT

This role operates within a highly collaborative team structure where research, communications, and outreach responsibilities are closely coordinated. Success in this position requires teamwork, clear communication, and the ability to manage multiple projects and deadlines in a fast-paced environment.

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### QUALIFICATIONS

- A minimum of a bachelor's degree in communications, public policy, or a relevant field
- Experience in communications, media relations, policy research, or related fields
- Exceptional writing and editing skills, with the ability to translate complex data into clear, compelling content
- Strong analytical and data interpretation skills
- Experience working with public agencies, nonprofits, media, policymakers, or advocacy groups
- Ability to manage multiple projects and deadlines in a fast-paced environment
- Willingness to travel as needed (approximately 4 times per year)

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### PREFERRED SKILLS

- Experience using professional software platforms such as Excel, Word, and Outlook
- Experience coordinating virtual meetings, briefings, or events

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### COMPENSATION & BENEFITS

Salary range: \$70,000 - \$85,000, commensurate with experience

TRIP offers a competitive benefits package, including:

- Full Medical and Dental Insurance
- Life Insurance
- 401(k) with employer Safe Harbor contribution and company match

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### APPLICATION REQUIREMENTS

Applicants should submit the following to [trip@tripnet.org](mailto:trip@tripnet.org) with the subject line “*Communications & Research Associate*”:

- Resume
- Cover letter
- One writing sample of original work **or** a portfolio link

\*TRIP is an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.