

Information Resource Specialist

ACLI is seeking an Information Resource Specialist who will be responsible for managing and planning Information Center programs and services, and will conduct qualitative and legal research. Typical duties include assisting staff and member companies on specific research requests, managing ACLI's collection of statutes, monographs, off-site archives, reference resources and subscriptions, training ACLI staff in use of online information services (Westlaw, Lexis/Nexis, EBSCO, etc.), and providing research for ACLI's speechwriting team. The individual in this position will be accountable for the quality, speed, and level of information delivery and will work with Research Analysts on the production of some research publications, and will assist the VP, Research with management of the library budget. A significant part of this position will entail qualitative and legal research. The Information Resource Specialist is expected to quickly learn about the life insurance industry, to proactively keep abreast of issues and developments of importance to the industry, and to identify new and potentially useful data sources in support of advocacy.

Bachelor's degree in a Social Science and/or in Library and Information Science; a minimum 2 years of substantive work experience in information resource management and/or qualitative and legal research. Strong computer and organizing skills with electronic library systems; online search proficiency in news and legal areas; excellent oral and written communication skills as well as strong interpersonal skills are essential. Must be self-starter willing and able to work both independently (with minimal supervision) and as part of a team. Quantitative skills are valued but not required. Applicants with paralegal experience and/or JD will also be considered.

Email or fax resume, references and salary requirements to:

American Council of Life Insurers
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