



## **Greater Philadelphia PolicyHub Analyst Internship**

**Organization:** Economy League of Greater Philadelphia

**Organization Overview:**

The Economy League of Greater Philadelphia addresses critical issues facing Greater Philadelphia by providing impactful research, connecting diverse leaders, and advancing shared solutions. We envision a thriving Greater Philadelphia region powered by informed and collaborative leadership. To learn more, visit [www.economyleague.org](http://www.economyleague.org).

In this mission, the Economy League is currently building a new resource of independent and nonpartisan data and analyses geared towards the research needs of legislators, research organizations, journalists, community groups, and the general public – dubbed PolicyHub. This data resource will host independent and nonpartisan data from local, state, and federal sources that can be analyzed across geographies. The goal is for PolicyHub to ensure policymakers, journalists, local influencers, and the general public to “see and speak” Philly data.

**Position Description:**

The ideal candidate will assist with the collection, cleaning, and analysis of various datasets and will be taught how to effectively use various statistical and geographic analytical tools. The ideal candidate will also assist the project manager in various data analyses for both regular data briefs produced by the Economy League and for external requests and consultations. At times, the ideal candidate may be asked to attend local meetings and government hearings to keep the Economy League informed of developing policy issues.

The ideal candidate should have an interest in “big data” collection and analysis, have an interest in local policy issues of the Philadelphia region, know how to R/RStudio, and have a passion for learning new skills.

**Assigned duties may include:**

- Researching various local, state, or federal data sources to determine viability for data repository
- Cleaning and analyzing various “big data” sources for inclusion in data repository
- Assisting with the construction of metadata/documentation for data repository
- Connecting geographies using QGIS
- Writing small analytical briefs on local and regional policy topics
- Tracking the status of various local or state policy initiatives
- Attending external professional meetings in business attire

**Qualifications:**

- Current graduate or undergraduate student in the social sciences, computer science, or related field
- Basic knowledge of R/RStudio (beginner-level or higher proficiency)



- Basic knowledge of GIS/QGIS (beginner-level or higher proficiency)
- Strong written and oral communication skills
- Creativity, self-motivation and a willingness to ask questions
- An interest in big data, public policy, and civic engagement

**Additional Information:**

- Work-study students preferred, however, a stipend may be available upon previous experience
- This is a part-time position (i.e. 15-20 hours a week) and we are willing to work around students' class and/or work schedules
- Candidates who apply will be asked to conduct a basic R test to assess skills
- **Because of the ongoing COVID-19 pandemic and the mandated social distancing requirements, the candidate may be asked to work remotely**

**Internship Duration:**

- Start Date: September 14, 2020 (but we can be flexible based on applicant's program requirements and scheduling needs)
- End Date: December 11, 2020 (but we can be flexible based on applicant's program requirements and scheduling needs)

**To Apply:**

Email the following items to [mshields@economyleague.org](mailto:mshields@economyleague.org) with the subject line reading "PolicyHub Analyst Intern – FIRST NAME, LAST NAME":

- A cover letter describing why you're interested in this internship and how it'll fit your career trajectory/aspirations.
- A resume or CV
- A writing sample from a previous project or experience that highlights your data analysis and/or research skills

**Questions:**

If you have any questions please email Mike Shields at [mshields@economyleague.org](mailto:mshields@economyleague.org) with the subject line reading "PolicyHub Internship Question – FIRST NAME, LAST NAME"