# 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.

In this mission, the Economy League's PolicyHub program generates insights that align with the organization's role as a regional "think and do" tank. These insights focus on inclusive growth, equitable opportunities, and shared prosperity within Greater Philadelphia and are meant to inform legislators, research organizations, journalists, community groups, and the general public about ongoing socioeconomic and policy trends. Most of PolicyHub's current insights are crafted as part of our Leading Indicators series.

**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 assist the project manager in various data analyses for both regular data briefs produced by the Economy League and for external requests and consultations. The ideal candidate will also be asked to author their own data briefs as part of the *Leading Indicators* series. At times (and as public gatherings are deemed safer in the wake of the COVID-19 pandemic), 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 Greater Philadelphia region, know how to R/RStudio, be an adequate writer of data-focused analyses, and have a passion for learning new skills.

**Assigned duties may include**:

- Working one-on-one with project manager in wrangling, cleaning, and visualizing administrative data for biweekly data briefs
- Researching various local, state, or federal data sources to determine viability for data briefs
- Authoring small analytical briefs on local and regional socioeconomic or policy topics
- Tracking the status of various local or state policy initiatives
- Attending external professional meetings in business attire
- Assisting with the construction of metadata/documentation for data repository

**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) a plus
- Strong written and oral communication skills
- Ability to author two-page data briefs
- 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 may 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 and download Microsoft Teams (via an Economy League account)**

**Internship Duration:**

- Start Date: June 1, 2021 (but we can be flexible based on applicant's program requirements and scheduling needs
- End Date: August 27, 2021 (but we can be flexible based on applicant's program requirements and scheduling needs)

**To Apply**:

Email the following items to 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, no longer than 2-5 pages, 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 with the subject line reading "PolicyHub Internship Question – FIRST NAME, LAST NAME"