



**Economy
League**

GREATER
PHILADELPHIA

Now Hiring!

Greater Philadelphia PolicyHub Analyst Intern

About the Economy League:

The [Economy League of Greater Philadelphia](#) (ELGP) is the region's independent 'think-and-do tank,' founded in 1909 by leaders of Philadelphia's progressive business community, united by the belief that business has a civic responsibility beyond profit-making, and that it is the citizens business to ensure that local government and the local economy work for all. Today we count more than 60 companies on our [Board of Directors](#); we occupy unique space in the civic ecosystem, at the nexus of the private, public, and nonprofit sectors. The Economy League is a trusted cross-sector convener squarely pointed at driving collaborative solutions to complex civic challenges.

Our North Star: To foster equitable and inclusive growth and prosperity in Greater Philadelphia

Our operating principles:

- Cultivating informed and collaborative leadership across sectors
- Using data and research to inform decision-making
- Fostering a culture of civic experimentation and innovation
- Opening doors to civic participation

More information about ELGP is available at www.economyleague.org.

About PolicyHub:

In service of 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 regional civic and business leaders, research organizations, journalists, community groups, and the general public about ongoing socioeconomic and policy trends. PolicyHub distributes a biweekly newsletter called [Leading Indicators](#) (LI) that features original research and analysis. LI examines socioeconomic trends and policy impacts in Greater Philadelphia. It is currently a central feature of the PolicyHub program.

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. They will assist PolicyHub staff 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 use 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 PolicyHub staff 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. 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
- **The candidate will be asked to predominantly work remotely and download Microsoft Teams (via an Economy League account) but may be asked to come into the Economy League office for various in-person meetings or events.**

Internship Duration:

- Start Date: mid-January 2023 (but we can be flexible based on applicant’s program requirements and scheduling needs)
- End Date: mid-May 2023 (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 2-3 pages, from a previous project or experience that highlights your data analysis and 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”