Now Hiring

Greater Philadelphia PolicyHub Research Analyst

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 Overview:

The PolicyHub Research Analyst will be primarily responsible for producing the *Leading Indicators* data brief series and collaborating on both independent and contracted Economy League research projects. The Research Analyst will be responsible for cleaning and analyzing various data resources via R/Rstudio, Python, and Excel as well as translating complex findings and trends to lay audiences.

The Research Analyst will work closely with the Economy League's Research Director to identify *Leading Indicators* topics that align with the Economy League's research agenda, programmatic needs, external partnerships, data availability, and staff capacity. The Research Analyst will then lead the work of producing *Leading Indicators* data briefs in consultation and collaboration with the Research Director and research interns.

The Research Analyst may also be called upon to represent the Economy League at various regional conferences, meetings, and functions. The Research Analyst may also be asked to share analytical work with journalists and organizational, community, or civic leaders, supported by the Research Director and the Communications Manager.

The ideal candidate will be adept at working in a supportive but fast-paced environment to produce regular research content and translate complex analyses to lay audiences; have an overall passion for data collection and analysis, an interest in local government and policy issues in Greater Philadelphia, a drive to promote equitable solutions through objective and transparent research, and a desire to learn new skills. The ability to write clearly and succinctly for a lay audience is required.

Responsibilities Include:

- Supporting the Economy League's Research Director in producing independent research content
- Independently producing a 2–4-page data brief, with roughly 3-4 visuals, on a regional socioeconomic or policy topic on a regular biweekly (every two weeks) schedule
- Compiling and cleaning large data sources for analytical use
- Performing quality control checks on potential and collected data sources to ensure accuracy
- Researching various local, state, or federal data sources to determine viability for data briefs
- Tracking the status of various local or state policy initiatives
- Collaborating with the Research Director and contracted researchers in gathering and analyzing quantitative or qualitative data to inform ongoing research initiatives
- Contributing to the Economy League's written independent or contracted research reports
- Managing research interns
- Attending virtual and in-person professional meetings

Qualifications:

- Demonstrated research skills and ability to analyze complex publicly available data resources
- Demonstrated knowledge of economic, social research, policy, and/or planning concepts related to equitable economic development
- Intermediate to advanced knowledge of at least one statistical analysis software, such as: R/RStudio (preferred), Python, SQL, Stata, SAS, SPSS, or Excel
- Strong written and verbal communication skills

- Basic knowledge of GIS/QGIS – not necessary but a plus
- Detail orientation and strong time management skills
- Creativity, self-motivation, and a willingness to ask questions

Salary: Commensurate with experience

To Apply:

On or before May 27, 2022, email the following items to mshields@economyleague.org with the subject line reading "Research Analyst – FIRST NAME, LAST NAME":

- A cover letter describing why you're interested in this position
- A resume or CV
- A writing sample, no longer than 2-5 pages, from a previous project or experience that highlights your data analysis, data visualization, and research skills