



Position: Policy Analyst / Budget Analyst / Transportation Analyst
Company: Illinois Economic Policy Institute (ILEPI)
Website: www.illinoiseipi.org
Job Location: La Grange, Illinois 60525
Start Date: June 6, 2016
Employment Type: Full Time
Required Education: Master's Degree, or equivalent combination of education and experience
Instructions: Please send a cover letter, resume, and writing sample(s) to fmanzo@illinoiseipi.org
Total Compensation: Negotiable, with generous health benefits and a pension plan

Mission Statement: The Illinois Economic Policy Institute (ILEPI) supports research and provides timely, candid, and dynamic analyses on major subjects affecting the economies of Illinois and the Midwest, specializing in the construction industry. The Illinois Economic Policy Institute uses advanced statistics and reliable research techniques to evaluate working conditions, industries, labor-employment policies, fiscal conditions, market share analyses, employee classification, and other policies of strategic interest.

Duties and Responsibilities:

Research and Analysis (75%)

- Assists and supports the economic, fiscal, and policy research conducted by the Policy Director
- Assists with the maintenance of ILEPI tax, budget, and revenue spreadsheets
- Accesses, extracts, and analyzes official government data using statistical software
- Develops and conducts comprehensive research reports on industries, programs, and relevant public policies
- Prepares issue briefs, white papers, blog posts, and audiovisual presentations on topics of interest
- Monitors current and emerging legislation
- Partners with academics and national partners to publish peer-reviewed research

Relationship-Building and Policy Influence (15%)

- Builds and maintains strategic alliances with staff, affiliates, and academic programs
- Contributes to the formation of policy messages for the purposes of educating the public
- Prepares and presents testimony before local and state legislatures, the press, and policy professionals
- Presents research findings at state, regional, and national conferences
- May write Letters to the Editor and Op-Eds

Organizational Growth (10%)

- Attends fundraising events and Executive Board meetings
- May maintain a social media presence for the organization

Job Qualifications: The candidate must hold a master's degree with coursework in economics, public policy, urban planning, political science, public administration, labor relations, sociology, business administration, statistics, or a related field by June 2016. An appropriate combination of education and experience may substitute for the master's degree requirement. Must have the ability to work independently. Effective communications skills are desired, so that complex technical information is translated into understandable formats. Excellent quantitative skills needed. Advanced use of Excel, Stata, GIS mapping programs, and/or government accounting is desired. Must be a team player. Experience in economic research, transportation policy, government finance, labor unions, and/or the construction industry is a plus.



Minimum output goals per year (2,080 hours)

- 480 hours: Six (6) Economic Commentaries
 - These reports provide a snapshot into particular policies or the aspects of the Illinois economy. (Ex: issue briefs and white papers). *Number of Pages: About 10 per report.*
- 450 hours: Three (3) Policy Briefs
 - This report provides original policy analysis on the costs and benefits of policies, projects, or budgetary practices in Illinois. *Number of Pages: About 20 per report.*
- 650 hours: Three (3) Research Reports
 - This report provides statistical analysis– typically coauthored with academic affiliates– to determine the effects of a policy or practice on economic outcomes, contributing to the extant academic literature. *Number of Pages: About 30 per report.*
- 300 hours: Relationship Building activities
- 200 hours: Organizational Growth activities

Paid time off

- Year 1: 0 workdays
- Year 2: 10 workdays
- Years 3 and 4: 15 workdays
- Years 5+: 20 workdays

Focus Areas: ILEPI promotes high-road economic development policies which support economic opportunity, productive investment, public-private partnerships, cooperation between labor and management, and democratic and transparent governance. To that end, ILEPI specializes in labor market policy, infrastructure investment, energy independence, and public finance and budgeting.

ILEPI's Big Picture: ILEPI is a new research nonprofit seeking to expand with intelligent, creative policy thinkers. ILEPI seeks one (1) qualified candidate to employ as a Policy Analyst, Budget Analyst, or Transportation Analyst. From ILEPI's perspective, the ideal hire will become a specialist based on skill proficiency in econometrics, statistical analysis, GIS mapping, or government accounting and administration.

EEO Statement: The Illinois Economic Policy Institute (ILEPI) provides equal employment opportunities to all employees regardless of race, ethnicity, color, national origin, religion or nonreligion, gender identity or expression, sex, sexual orientation, age, ancestry, disability, marital status, veteran status, citizenship status, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.