



Position:	Research Associate
Company:	Illinois Economic Policy Institute (ILEPI)
Website:	www.illinoisepi.org
Job Location:	La Grange, Illinois 60525 with ability to work remotely
Approximate Start Date:	July 6, 2021
Employment Type:	Full Time
Required Education:	Bachelor's Degree
Preferred Experience:	At least one year of related full-time work experience or an equivalent combination of additional education, internships, and/or other work arrangements
Compensation:	Competitive salary with full health and welfare, pension, and 401(a) retirement benefits
Instructions:	Please send a cover letter, resume, and brief writing sample to fmanzo@illinoisepi.org

Mission Statement: The Illinois Economic Policy Institute (ILEPI) promotes thoughtful economic growth for businesses and working families. ILEPI uses advanced statistics and reliable research techniques to provide candid and dynamic analyses on major subjects affecting Illinois, the Midwest, and beyond.

Duties and Responsibilities:

Research and Analysis (80%)

- Assists and supports the economic, fiscal, and policy research conducted by the Policy Director and Transportation Director
- Prepares issue briefs, white papers, and literature reviews on topics of interest
- Edits reports and research conducted by the Policy Director and Transportation Director
- Develops and conducts comprehensive research on industries, public policies, and diversity and inclusion programs under the supervision of the ILEPI Board of Directors
- Develops multiple Excel sheets to synthesize and analyze quantitative data
- Monitors current and emerging legislation
- Partners with academics and national partners to publish policy research

Communications and Policy Influence (10%)

- Works with public relations firm to ensure effective messaging and communications
- Conducts interviews with the media on published research
- Prepares and presents testimony before local and state legislatures, the press, and policy professionals
- Presents research findings at state, regional, and national conferences
- May maintain a social media presence for the organization

Organizational Growth (10%)

- Builds and maintains strategic alliances with staff, affiliates, and academic programs
- Attends fundraising events and Executive Board meetings
- Assists in planning the organization's annual fundraiser

Job Qualifications: The candidate must hold a bachelor's degree with coursework in economics, public policy, urban planning, political science, public administration, African American studies, labor relations, sociology, business administration, or a related field. One year of work experience is also required, but additional education or a combination of internships and other work arrangements can substitute for this 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 and/or government accounting is desired. Knowledge of Stata or another statistical software package is preferred, but not required. Experience with economic research, transportation policy, government finance, labor unions, and/or the construction industry is a plus.