



Title: Senior Analyst (Research Assistant)
Start Date: September 2018 or earlier (negotiable)
Salary: Negotiable

Location: Boston, MA
Website: <http://icic.org>
Contact: Howard Wial (hwial@icic.org)

The Initiative for a Competitive Inner City (ICIC) is a national non-profit organization founded in 1994 by Harvard Business School Professor Michael Porter to promote economic development in America's inner cities through private sector engagement that leads to job, income and wealth creation for local residents. ICIC brings together business and civic leaders to drive innovation and action, transform thinking, and accelerate inner city business growth. ICIC's research highlights the competitive advantages of inner cities and informs its advisory practice. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Summary:

ICIC is seeking a Senior Analyst who will serve as a research assistant to ICIC's Senior Vice President and Director of Research, to support research on urban economic development issues with a focus on data management and analysis. Research topics may include the determinants of inner city economic growth, the suburbanization of poverty, and comparative analyses of the economic well-being of residents of different low-income areas. This position will be devoted to fundamental research and will have minimal involvement with ICIC's advisory practice. It provides an excellent opportunity for someone who wants to expand his or her quantitative research skills and apply them to the problems confronting low-income communities.

Duties and Responsibilities:

- Perform quantitative analysis involving large data sets, including descriptive statistics and econometrics
- Lead management, updating, and creation of large datasets and databases
- Compile and synthesize data and information from public and private sources
- Conduct mapping and using ArcGIS
- Develop and support design of data visualizations
- Conduct literature reviews
- Prepare reports and presentation materials for internal and external audiences

Required Qualifications:

- Bachelor's degree with strong academic performance in economics, statistics, urban planning, public policy, or a related discipline requiring substantial quantitative skills
- Familiarity with microeconomics at a level equivalent to introductory undergraduate microeconomics
- Experience managing large datasets
- Experience using and analyzing major public datasets, such as those produced by the Census Bureau, Bureau of Labor Statistics, and Bureau of Economic Analysis
- Proficiency in undergraduate-level statistics and econometrics

- Experience using Stata or R, or experience using another statistical software package and willingness to learn Stata or R
- Knowledge of the Python programming language, or knowledge of another programming language and willingness to learn Python
- Strong mapping and data visualization skills using ArcGIS
- Ability to work collaboratively with peers within ICIC and in external research organizations such as universities and think tanks
- Experience working on research projects independently
- Strong written and oral communication skills, including ability to write clearly about quantitative analyses
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Knowledge of economic impact analysis using IMPLAN or a similar software package is desirable but not required

A successful candidate will be passionate about the work that we do at ICIC and passionate about research, data management, and analytics; be able to manage multiple projects simultaneously; have the ability to think beyond the task at hand and take initiative to ensure that a project is completed successfully; be willing to work beyond conventional hours; and be comfortable working in a flat, multi-disciplinary structure.

Application Details:

Please submit your resume or curriculum vitae, cover letter, undergraduate transcript (unofficial copy is acceptable), and brief (no more than 10-page) writing sample showing your ability to write clearly about a quantitative analysis of an economic or social issue, to icicresumes@gmail.com, with the job title as the subject line. No phone calls, please. Salary is competitive and commensurate with the candidate's level of experience. This is a full-time position based in ICIC's office in Boston, MA. ICIC is an equal opportunity employer.