



Research Assistant

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more [dynamic and inclusive American economy](#). Headquartered in Washington, DC, EIG produces nationally recognized research and works with policymakers to develop solutions that empower workers, entrepreneurs, and communities.

About the Role

EIG is seeking a **Research Assistant** to work closely with research leadership to further expand the team's portfolio of content and insights. The role offers an ambitious entry-level research professional a chance to accelerate their development in a position that requires initiative, creativity, and a commitment to excellence, working directly alongside thought leaders in the fields of economic policy, economic geography, and development.

The Research Assistant (RA) will assist the Research Director to analyze large economic and demographic datasets provided by institutions such as the U.S. Census Bureau and Federal Reserve. The RA will support EIG's research team by contributing to scholarly analysis, creating and formatting charts and graphic displays, and writing literature reviews and background reports.

Applicants should have a demonstrated interest in economics and public policy, a Bachelor's degree in Economics, Geography, Public Policy, or related fields, up to two years of relevant professional experience, and strong innate writing abilities and quantitative research skills applied in academic settings. The position's time will be broken out approximately:

60% Quantitative analysis, research assistance, and writing

- Work in close coordination with the Research Director to identify, process, and analyze large datasets such as the American Community Survey, Survey of Consumer Finances, or Current Population Survey (including microdata).
- Work closely with the Research Director to incubate new research ideas; conduct initial exploratory analyses.
- Conduct statistical analysis using Excel and statistical programs such as R, STATA, or Python.
- Conduct data housekeeping, i.e., maintaining a data calendar; updating certain data resources as new vintages are released; maintaining clean files; and polishing graphics and tables for publication.
- Read and review related research across relevant fields; cultivate deep subject matter expertise in core issue areas.
- Draft findings of quantitative analysis and related content.
- Write synopses for members of the policy, executive, or research teams.
- Conduct spot research and literature reviews for the Research Director.

30% Project and administrative support



ECONOMIC INNOVATION GROUP

- Take notes in meetings/calls, accounting for research team action items.
- Maintain records and team project tracker to support project management.
- Assist research team with data entry and database management.
- Assist Research Director with scheduling and meeting logistics as needed.

10% Economic data visualization

- Utilize mapping and/or data visualization software to bring data to life.
- Identify, experiment with, and train in new software, platforms, and capabilities on an on-going basis.

Qualifications

- Approximately 0-2 years prior work experience in research, business, or government.
- A BA or BS in a relevant field (e.g. economics, finance, public policy, geography development); Master's preferred.
- Demonstrated excellence in methods of quantitative analysis; proficiency in processing and maintaining large datasets; familiarity with datasets from federal statistical agencies.
- Professional experience with at least one statistical software program such as R, STATA, or Python.
- Deeply inquisitive about policy and economics demonstrated in past work, interests, passions, and other associations.
- Strong writing and communication skills.
- Keen attention to detail and ability to take initiative and manage multiple competing priorities in a fast-paced work environment.
- Experience conducting creative data analysis and visualization is preferred.
- Additional unique digital skills (e.g. programming; web-scraping or unstructured dataset creation) that expand our capacity are welcomed.

Apply

Compensation is competitive and commensurate with experience. EIG provides generous health care and retirement benefits and a generous paid time off and holiday schedule. Please send (1) cover letter, (1) resume, and (1) writing sample (PDF) to careers@eig.org with the subject line "Research Assistant." This is a hybrid position that combines regular in-person presence at our Washington, D.C. office with the option of one to two days of remote work each week.

EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.