



Research Assistant

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

About the Role

EIG is seeking a **Research Assistant** (RA) to further expand the research 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 RA will assist the research team in analyzing large economic and demographic datasets provided by institutions such as the U.S. Census Bureau and the Federal Reserve. The RA will contribute to scholarly analysis, create and format charts and graphic displays, and write 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.

Key Responsibilities

The position's time will be broken out approximately:

60% Quantitative analysis, research assistance, and writing

- Work closely with the research team 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 research team leadership 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 specific 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.

10% Project and administrative support

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

30% 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 ongoing basis.

Qualifications

- Approximately 0-2 years of prior professional experience in research, business, or government.
- A BA or BS in a relevant field (e.g., economics, finance, public policy, geography, development).
- 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.
- Excellent oral and written communication skills. Strong social media presence is a plus.
- 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 creating unstructured datasets) that expand our capacity are welcome.

Apply: Please send a cover letter, resume, and writing sample to careers@eig.org with the subject line “Research Assistant.” The salary range for the role is \$55,000 - \$75,000, commensurate with experience.

EIG is proud to be an equal opportunity workplace. We consider applications for employment without regard to race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status, or any other basis prohibited by law.