

## Job Posting: Associate Data Analyst

The Institute on Taxation and Economic Policy, a non-profit, non-partisan research organization, conducts rigorous analyses of tax and economic proposals and provides recommendations to shape tax policy. ITEP's influential staff works with policymakers and partners to research, support, and develop tax policies that reduce inequality and fund public services. Our unique microsimulation model builds understanding of who pays taxes across income, race, and geography at the state and federal levels. Our research helps steer the debate about how taxing high corporate and individual income will enable public investment, enhance economic and racial equity, and improve lives.

**ITEP seeks an Associate Data Analyst** to maintain and enhance our tax model and conduct research. Projects may include comparing estimates of wealth gaps; disaggregating revenue by race and ethnicity; using state, local, and national economic data; examining homeownership gaps; or providing customized data and technical assistance to our state and federal researchers and partners.

The ideal candidate has an undergraduate degree and 1-2 years of experience using data to analyze policy and the economy; interest in tax and economic policy; experience with large datasets; and familiarity with statistical programming packages (Stata, R, Python). Position, in Washington, DC, or remote, is part of our Model and Data Team. Travel to DC may be required several times a year (when safe). Vaccination required for in-person interactions.

### Position Summary

This position supports data analysis projects and initiatives. Primary responsibilities include:

- Assist with research and analysis supporting ITEP projects.
- Collect and prepare data for analysis of the impact of tax policies on families and the economy.
- Collect and prepare data for use in reports, tax campaigns, and advocacy.
- Maintain and improve data resources and tools for the Model and Data Team.
- Respond to internal technical assistance requests, particularly on research and data-related questions.
- Assist in supporting and maintaining ITEP's internal data management and data infrastructure.
- Contribute to ITEP written products and documentation.
- Assist in developing innovative solutions to improve existing internal systems.

Additional responsibilities could include:

- Occasionally produce written materials for internal or external use, in collaboration with communications staff, with particular focus on writing about data related to tax and fiscal policy.
- Develop understanding of key ITEP issues and policies in consultation with policy staff.
- Other duties as assigned.

## Who You Are

### Qualifications:

- Bachelor's degree in a relevant field plus at least 1-2 years' experience researching and using data to analyze policy or the economy. This may include experience gained as an undergraduate. A relevant master's degree may substitute for as many as 2 years of work or undergraduate experience.
- Hands-on experience with one or more large socio-economic survey databases (e.g., Census surveys such as the American Community Survey or the Current Population Survey) and demonstrated fluency with at least one high-level statistical programming language (e.g., Stata, R or Python).
- Strong statistics competency and understanding of econometric techniques, such as those gained through a master's or professional degree in economics, public policy, or a related field.
- Facility with the Microsoft Office Suite, expertise in Excel, knowledge of Tableau or GIS a bonus.

### Traits and interests:

- Passion for pursuing a progressive vision of economic justice through the tax code.
- Commitment to economic, racial, and gender justice.
- Interest in policy research and advocacy; ability to read and analyze policy language.
- Self-motivation and ability to work independently.
- Ability to collaborate and work as part of a team and with diverse partners.
- Innovation about streamlining analytical processes and smoothing coordination among teams.
- Strong organizational skills.

## Salary and Benefits

The salary range for this position is \$46,350 to \$60,000 dependent on experience, plus benefits. ITEP provides excellent benefits effective on start date. These include:

- 100 percent of the premium for health and dental insurance for you and your family members.
- 403 (B) plan to which ITEP contributes 10% of employee's salary.
- All federal holidays plus the period between Christmas and New Year's Day.
- Employees may take paid leave for vacation and sick time at their discretion with advance approval.
- ITEP provides 12 weeks of paid parental leave. After five years of consecutive employment at ITEP, staff are eligible for a six-week paid sabbatical.

**To apply**, send your resume, a cover letter highlighting relevant experience and your interest in working at ITEP, and a brief sample of statistical code to [data@itep.org](mailto:data@itep.org) with "Associate Data Analyst" in the subject line. Applications without a cover letter or code sample will not be considered. We will begin screening applications on **February 1, 2022** and will accept applications until the position is filled.

*The Institute on Taxation and Economic Policy is an Equal Opportunity Employer. We value and welcome diversity in the workplace. We strongly encourage all applicants, regardless of race, ethnicity, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation or any legally protected status to apply.*