



Data/Policy Analyst Intern

ABOUT US

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

JOB SUMMARY

The Data/Policy Analyst Intern will assist the Finance, Policy and Data unit with performing data-driven, objective analysis of policies impacting the City's finances.

DUTIES AND RESPONSIBILITIES

- Participate in data-driven, fiscal policy research as part of a small team
- Evaluate academic literature, economic data, and relevant government reports
- Analyze, visualize, and extract insight from complex data sets about the City of Philadelphia
- Participate in writing policy papers, issue briefs, and background memos
- Perform analysis of policy proposals and participate in new policy design efforts

QUALIFICATIONS

Education: Current undergraduate or graduate student with coursework either in economics, public policy, or related fields and/or statistics, data science or related fields.

Experience: Proven quantitative, analytical, and research skills
Strong data analysis skills preferred, including familiarity with Python, R, or other programming languages for data manipulation and analysis
Proven ability to work in fast-paced team environments

Writing skills, especially the ability to communicate data analysis findings and policy ideas

ADDITIONAL INFORMATION

- Time commitment: up to 35 hours a week
- Pay rate: \$15 an hour (college credit is also available upon request)
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Internships are not eligible for employee benefits

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

HOW TO APPLY

Please send resume to Nick.Hand@phila.gov by April 10, 2020.