

## Economic and Demographic Analyst

RESEARCH ANALYST (RA) II or III

JOB RECRUITMENT #19-10

<b>SALARY RANGE</b>	Low \$50,000s to Low \$60,000s (position level & salary commensurate with education & experience)
<b>LOCATION</b>	Office of Community and Economic Development
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

### Job Description

The Office of Community and Economic Development focuses on creating Livable Communities at the regional and local level through various programs and processes. These include maintaining the regional community and economic development strategy (CEDS), convening meetings with regional economic development stakeholders, facilitating a municipal grant program, developing revitalization strategies through retail and land use analysis, and advancing equity and opportunity for all across the region.

This is a technical and professional position conducting research and quantitative data analyses primarily for economic development-related work, and in support of long-range planning, environmental justice analyses, and equity policies. The employee will gather and analyze data on population, employment, land use, housing, and economic sectors. Work is performed in accordance with well-defined objectives and professional standards under close supervision of the Manager, Office of Community and Economic Development.

### Responsibilities

- Supports regional planning initiatives by identifying, organizing, and analyzing demographic, economic, equity, land use, and transportation data, including but not limited to, data from the U.S. Census Bureau, the Bureau of Labor Statistics, and other federal and state sources.
- Develops both performance measures and economic vulnerability model for CEDS.
- Formulates recommendations, strategies, or plans to solve economic problems or to interpret markets.
- Provides advice and recommendations on economic relationships to businesses, public and private agencies, and other regional stakeholders.
- Conducts interviews with public and private sector representatives to determine market demand and related economic development information.
- Responds to specific data requests from member governments, staff, and public and private sector representatives, including the preparation of specialized data summaries.
- Coordinates with staff and technical and policy-level steering committees during the preparation of studies and plans.
- Compiles and integrates data for the preparation of maps, charts and graphics for use as working tools and for presentation.
- Prepares written text for reports.
- Presents study and research results to public and private sector representatives.
- Performs related work as required.

### Qualifications

- Considerable knowledge of demographic and economic data sources, standard statistical techniques, and research methodology.
- Considerable knowledge of the principles, practices, and objectives of economic development.
- Strong attention to detail and advanced research skills.
- Ability to think critically, solve problems, and use creativity and logic when researching data to provide detailed analysis.
- Ability to secure and analyze facts through research, interviewing and investigation and to exercise sound judgment in arriving at conclusions.
- Knowledge of Geographic Information Systems (GIS) a plus.
- Excellent quantitative skills with an ability to analyze and interpret data.
- Excellent writing skills with ability to prepare reports that are clear, concise, and technically sound.
- Ability to make oral presentations to diverse stakeholders.
- Ability to establish and maintain effective working relationships with associates, planning officials, and the general public.

### Experience & Training

To classify as a Level RA II, a minimum of three years of progressively responsible professional experience in economic development or economics is required. To classify as a Level RA III, a minimum of five years is required. Such experience may have been gained from a combination of experience and training. Training may have been gained through graduation from a four-year college or university, with major course work in a discipline applicable to the ones listed above. A Master's Degree or a full year of internship experience can be substituted for one year of experience.

To learn more about our work culture and benefits, visit our website: [www.dvrpc.org/HumanResources/](http://www.dvrpc.org/HumanResources/). DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. **NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.**

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG); OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8<sup>TH</sup> FLOOR / PHILADELPHIA, PA 19106-1520