



ASSOCIATE

ECONNorthwest
ECONOMICS • FINANCE • PLANNING



IMPACT THROUGH INSIGHT



Application Deadline: Rolling; open until filled

ABOUT US

Public policy research for better human outcomes.

Established in 1974, ECONorthwest has over four decades of experience helping clients make sound decisions based on rigorous analysis. ECONorthwest brings cross-disciplinary research insights to education, social safety net, housing, land use, and natural resource decision-making across the United States. For more information, visit www.econw.com.

JOB DESCRIPTION

ECONorthwest has an immediate need for a full-time **Associate** to work across the firm's practice areas, with a potential focus in Education and Social Policy. This growing practice area team conducts analysis and research focused on improving education, workforce, and human service systems. We evaluate the performance of current programming, measure the expected returns of proposed investments, and provide evidence-based recommendations. We center equity in our work.

Associates at ECONorthwest work collaboratively within project teams to design and execute technical analyses and develop written and visual presentations of analytical findings. They also participate in team management and client communication. A successful Associate is self-directed, detail-oriented, and a confident communicator. Tasks routinely require flexibility, curiosity, and an eagerness to creatively engage with the work, within limited scopes and budgets. While an Associate always works under the guidance of a Project Manager and/or a Project Director, they are expected to independently structure and execute tasks, create deliverables, and delegate work to Research Analysts as needed. As Associates gain experience, greater opportunities for autonomy and responsibility are provided. This is a career-track position with growth opportunities toward project and technical management positions.

ESSENTIAL FUNCTIONS OF THIS POSITION

- Under the guidance of a Project Director and/or Project Manager, is responsible for leading analysis and producing deliverables (or sections of deliverables) for a workstream in a larger project
- In collaboration with a Project Director and/or Project Manager, facilitates team delivery of project work, including team communications, delegation of tasks, and management of project budget and scope
- Proactively reports concerns and progress to the Project Manager and/or Project Director
- Conducts research in accordance with standard methods and research best practices
- Uses appropriate methodologies and assumptions
- to collect, analyze, present, and document data from a variety of sources
- Synthesizes and characterizes findings and analysis as appropriate to project needs
- Considers how the research process and outcomes address equity, and ensure alignment with ECONorthwest's equity framework and statement of research integrity
- May communicate directly with clients and present findings to clients and stakeholders, as directed by senior staff
- Assists practice leads and Project Directors with business development efforts
- Related duties, as assigned

REQUIRED COMPETENCIES: Technical

- Ability to lead small projects or a workstream in a larger project through (1) consistent ability to independently produce statistical or other technical analysis; and/or (2) the application of specialized content expertise (such as knowledge of education/social policy context)
- Knowledge of and ability to apply key analytic and research practices used at ECONorthwest (datasets and their application; analysis using database, spreadsheet, and/or statistical software; economic theories and principles; other quantitative and qualitative research methods).
- Understanding of when to apply these principles and tools given project and client needs. Understanding of the implications of data limitations, including how they may over- or under-represent some populations.
- Ability to incorporate existing knowledge into project work and to learn and adapt new principles
- Ability to understand and implement established policies, procedures, and corporate tools
- Ability to work in an interdisciplinary environment
- Ability to write clearly about technical information
- In collaboration with project leadership, understands and communicates the strategic and political implications and consequences of work



REQUIRED COMPETENCIES: Project & Team Management

- In collaboration with a Project Director and/or Project Manager, anticipates project and team needs and proactively addresses sensitive issues with emphasis on collegiality, sound judgement, and initiative
- Consistent demonstration of ability to meet deadlines and produce quality written deliverables / analysis
- Seeks appropriate direction from project leadership on project execution
- Ability to work collaboratively and respectfully in team environment
- Ability to work effectively with diverse internal and external stakeholders
- Ability to develop a professional network
- Ability to manage competing priorities effectively
- Understanding and ability to apply project management skills, such as developing scopes, monitoring budgets, delegating work, and managing teams
- Ability to provide and receive constructive feedback
- Ability to be resourceful

REQUIRED COMPETENCIES: Personal Aptitude/Interpersonal

- Proactively contributes to a collegial and inclusive work environment
- Intellectual curiosity and the desire to seek out new ideas and new solutions
- Enables effective and inclusive teamwork across diverse team participants
- Ability to self-assess and course correct
- Open-minded approach, flexible when needed
- Motivated to produce high quality, relevant work
- Adaptability
- Takes responsibility for own work
- Reliability, timeliness, and efficient management of time and workload

OTHER DESIRED QUALIFICATIONS

We recommend that your resume and cover letter address these qualifications to the fullest extent possible.

The ideal candidate for the Associate position is someone with technical expertise to perform analyses and significantly contribute to the deliverables for projects. Concise, clear writing, and data visualization skills are core competencies of Associates. In addition, successful associates can interact professionally with clients, manage upwards to senior team members, and are interested in growing in the firm to assist with business development activities and develop their skills in project management.

- Master's Degree in Economics, Public Policy, or a related field, or a Bachelor's Degree with at least 2 additional years of consulting or other relevant project experience
- Applied experience with Stata, R, and/or Python
- Familiarity with public data sources (e.g., U.S. Census, QCEW)
- Proficiency in applied economics methods including econometrics and other relevant qualitative, quantitative, and/or statistical methods
- Applied experience with Microsoft Office Suite (Word, Excel, and PowerPoint)
- Public speaking skills, networking skills, and the ability to represent the firm in public and interface with clients from diverse backgrounds

LOCATION

Portland, Bend, Seattle, Los Angeles, or Boise.

ECONorthwest offers a hybrid work schedule. To ensure opportunities for collaboration and teamwork, with the exception of remote workers, employees are expected to prioritize in-office work Tuesday through Thursday.

SALARY & BENEFITS

The salary for this full-time exempt position will be commensurate with experience and market rates, roughly ranging from **\$72,092 to \$80,433**. This position is eligible for full company benefits, including medical/dental/vision/life/disability insurance, flexible spending accounts, 401(k), and paid holidays. The position is also eligible for quarterly production bonuses and year-end profit sharing.

REQUIRED APPLICATION MATERIALS

Please submit a **cover letter and resume in PDF format**. Please address in the cover letter the ways in which you meet the requirements for the position, and how your lived and professional experiences can help ECONorthwest deliver high quality products to our clients.

DEADLINE

This position is open until filled. We will review applications on a rolling basis.

ECONorthwest is not a sponsoring organization.

ECONorthwest is an Equal Opportunity Employer.

ECONorthwest requires employees to be fully vaccinated against COVID-19.

To apply to
this position,
click here

ECONorthwest is committed to the work of improving its diversity and inclusiveness as a workplace. Our best work draws on teams within and beyond ECONorthwest who have diverse backgrounds and experiences that reflect the multifaceted communities we work in. Thus, we encourage applicants who would expand the diversity of lived experiences within our team and who share our values and commitments to advancing equity through research and data justice.



WE ARE

INDEPENDENT

Our clients come to us with questions, but they do not direct our answers.

INSIGHTFUL

We make the complicated clear.

CURIOS

We keep asking questions, from many perspectives, to get to the core of problems and their solutions.

COLLABORATIVE

We produce great work together: crossing disciplines and learning side-by-side.

WE STRIVE FOR

IMPACT

Our work informs decisions that improve the communities where we live and work.

Our staff are top-notch: seasoned economists, savvy analysts, creative policy works, exceptional evaluators, talented communicators. We collaborate across disciplines. We use the best analytic methods available. We incorporate multiple perspectives. Our products are clear and concise.

We come to work every day to help create more prosperous, equitable, and resilient communities. We follow the evidence and stand behind our analysis. We have a responsibility to consider economic disparity and we work to challenge inequity.

Follow these links to learn more about our [DEI efforts](#), [Company Values](#), and [Research Standards](#).