

**Policy Analyst  
Pennsylvania Budget and Policy Center (PBPC)**

Pennsylvania's leading progressive tax and budget policy organization is looking for a policy analyst with good quantitative skills to fill a research position focusing on education finance and state tax and budget issues.

The Pennsylvania Budget and Policy Center (PBPC) ([www.pennbpc.org](http://www.pennbpc.org)) is a non-partisan research and advocacy project based in Harrisburg, Pennsylvania. We offer a dynamic environment where research, outreach and public education are put to work to improve the well-being of low- and middle-income Pennsylvanians.

PBPC works on a broad range of issues, including state tax and budget issues and education. PBPC is a project of the Keystone Research Center (KRC) ([www.keystoneresearch.org](http://www.keystoneresearch.org)), a non-partisan research organization that promotes a more prosperous and equitable economy. PBPC is also a member of the State Priorities Partnerships (SPP) coordinated by the Center on Budget and Policy Priorities.

The Policy Analyst will be devoted approximately two thirds time to education issues and produce regular, timely information and analysis about education revenues and expenditures, student performance, student demographics, and education funding options. The analyst's education research and policy analysis will be done in conjunction with three other researchers at KRC/PBPC and a coalition of organizations working for sustainable funding for public education in the Commonwealth.

The Policy Analyst will be devoted approximately one third time to tax and budget issues, including researching and advancing policies that would generate state tax revenue sufficient to fund schools adequately and equitably.

This is a full-time position based in Harrisburg, Pennsylvania.

**RESPONSIBILITIES:**

- Maintain and produce information products (including district-level fact sheets and charts) using a school-district data base with information on school district revenues (local, state and federal funding) and expenditures, student demographics, income, and poverty, and district income and wealth;
- Assist with the maintenance of PBPC tax, budget and revenue spreadsheets;
- Facilitate with accessing and analyzing official government data (e.g., from the Census).
- Work with education funding coalitions and partnerships to advance education policy goals;
- Provide data, information and analysis to policymakers, press, campaign staff and partner organizations upon request;
- Monitor the status of relevant education policy legislation at the state and federal levels;
- Write briefs, fact sheets and blog posts on education, tax, and budget issues;
- Promote the organization's research and findings including through public presentations;
- Collaborate with national partners on education and budget policy and exchange information on policies and best practices in other states;
- Attend and make presentations at state and national conferences.

## QUALIFICATIONS

The ideal candidate for the Policy Analyst position possesses:

- A Master's degree in public policy, economics, finance, or a related field;
- Excellent communication skills, including the ability to convey technical information clearly to a range of audiences, both in writing and through public speaking;
- Prior experience in policy analysis and research, including familiarity with local, state, and federal data sources;
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, spreadsheet, and statistical software and a willingness to learn programming languages (e.g., SAS or STATA) required with micro-data sets;
- The ability to work both independently and as part of a team, the ability to prioritize and manage multiple tasks, and the ability to complete assigned projects under time constraints;
- The capacity to develop and to maintain collaborative relationships with the array of individuals and organizations interested in education policy in Pennsylvania including elected officials, journalists and other policy organizations;
- A strong commitment to social and economic justice and to PBPC's mission.

**Salary Range:** Competitive salary based on experience. PBPC offers generous benefits, including 100% employer-paid health care, retirement benefit and generous leave and vacation policies.

To apply:

Please submit a resume and cover letter to [jobs@pennbpc.org](mailto:jobs@pennbpc.org) or a hard copy to:

Policy Analyst  
Pennsylvania Budget and Policy Center  
412 North Third St.  
Harrisburg, PA 17101

Attn: Policy Analyst

The application deadline is March 18th, 2016 or until the position is filled.