

JOB POSTING: Research & Data Analyst



ILLINOIS BLACK ADVOCACY INITIATIVE BACKGROUND

The Illinois Black Advocacy Initiative (IBAI), founded in 2021, to advance Black-focused advocacy throughout Illinois. IBAI is dedicated to building and harnessing power and envisions an equitable and self-determined future for Black Illinoisans. We advocate for equitable opportunities, prosperous lives, and just futures for Black Illinoisans by expanding the capacity and organizing power of Black-community focused organizations and advancing public policy.

IBAI organizes and supports the diversity of Black voices in Illinois to develop and implement an asset-based narrative, strategy and advocacy. To support the elevation of Black voices and Black-centered advocacy in Illinois, IBAI is seeking an experienced and equity-driven Research and Data Analyst to support our advocacy and strategy and enhance our impact.

The Research & Data Analyst is a **part-time position**. The Research and Data Analyst will develop and support research projects with input from the IBAI team, develop and manage research projects (including government budget analysis), identify both opportunities for novel research & the partners necessary to execute the research, and drive data and research efforts that inform and advance Black-community focused policy and practice at IBAI and in Illinois.

PRIMARY RESPONSIBILITIES:

- Conduct comprehensive literature reviews to gather relevant information and background material for research projects. Also checking and creating citations in APA.
- Gather relevant data and facts necessary for analyzing policy issues and responding to the news cycle quickly;
- Provide budget analyses for government entities;
- Gather and analyze articles, legal documents and other data to aid the policy & advocacy strategist in research projects;
- Draft research briefs, web articles or other policy-related content;

- Data collection and cleaning to support research and written materials;
- Organize and maintain research databases and tracking systems;
- Organize and file documents in electronic form;
- Send, track the status of and store replies to Freedom of Information Act (FOIA) requests.

QUALIFICATIONS

- A commitment to social justice, equity, and Black liberation;
- At least 3 years of research experience (internships included) in social science research, with qualitative and/or quantitative methods and analysis required; or Masters degree in related field;
- Demonstrated ability to work with and analyze economic and fiscal data, including via statistical methods;
- Must demonstrate effective workplace competencies, including:
 - Effective problem solving skills.
 - Adaptability and willingness to work on multiple projects simultaneously.
 - Strong written and verbal communications
 - Attentiveness to detail
 - Excellent interpersonal skills and ability to work collaboratively within a team
- Basic knowledge of the governmental / policy landscape in Illinois;
- Proficient in Microsoft office, including Word and Excel.

COMPENSATION

Exempt, **part-time position, 20-hours** a week. Compensation is commensurate with years of related experience, position requirements, and candidate qualifications. The salary range for this role is \$45,000. Benefits include Blue Cross and Blue Shield Medical Coverage: HMO, Traditional PPO, or PPO w/ HSA contributions. Dental and vision insurance Options, 12 paid Holidays, paid Time Off (PTO), and a 401K Plan.

INQUIRY AND APPLICATION PROCESS

Applications should be submitted electronically via email to info@ilblackadvocacy.org and include a:

- Cover letter introducing yourself & your values, detailing your interest in the position and how both your work and lived experiences have prepared you for this position (take care not to share the same exact information that can be found on your resume),
- A writing sample, and
- Resume.

Please include “**Research & Data Analyst**” in the subject line of your email. Applicants that advance to a second-round interview will be asked to share a writing sample. This position will remain open until filled.

Note: IBAI is fiscally sponsored by Metropolitan Family Services. Currently, IBAI is a fully remote office with access to co-working space in Chicago, Illinois. **This is a remote position with in-person commitments 3-4 times a year.** If you are invited for an interview, the first interview will be held over video conference.

IBAI staff is required to provide proof of vaccination or have an approved Medical exemption prior to starting employment. If an approved Medical exemption is obtained, weekly testing may be required. While performing the essential duties of this job, the employee is required to sit and stand for sustained periods of time, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, and occasionally stand, bend, stretch, stoop, kneel and crouch.

The Illinois Black Advocacy Initiative is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, former incarceration or religious affiliation.