

Economics Research Assistant Job Description

- Collect numerical economic data from reputable government sources, universities, think tanks and other outlets relevant to current modeling, forecasting, and strategy projects
- Organize data sets, input information into internal databases, generate tables/charts to simplify analysis
- Conduct background research on economic concepts tied to ongoing projects and synthesize learnings into summary briefs
- Prepare data visualizations that communicate complex findings in simpler, engaging ways for both internal and external digestion
- Apply quality control checks to all collected data, analysis and reporting to validate accuracy
- Draft memos, reports and presentations conveying initial research insights for lead economist review
- Assist lead economists and analysts in preparing economic forecasts, models and impact projections
- Field data, analysis and administrative requests from senior leadership and team members to enable greater productivity
- Monitor the release of important economic indicators, policy changes and other factors that may influence ongoing work
- Attend meetings with research specialists, analysts and leadership to exchange project updates
- Synthesize complex technical details and analysis into summaries suitable for nontechnical stakeholders
- Coordinate communication and information sharing between involved departments and staff
- Create templates, formats and processes to streamline research and reporting workflows
- Enter collected data into databases; support database optimization for easier analysis

- Perform literature reviews assessing relevant economic theories and past research to contextualize new projects
- Validate IT systems used for statistical analysis are properly maintained and functioning
- Mentor entry-level research assistants, answering methodological questions and demonstrating processes
- Organize files, research libraries and other resources for seamless ongoing access
- Screen external data purchase requests, consider pricing and quality to inform purchase recommendations
- Collaborate on draft blog posts, articles that communicate economic insights to general audiences
- Update stakeholder registries and contact lists supporting research and outreach
- Schedule research-related meetings and speaking engagements
- Format data-driven presentations into visually impactful slides
- Conduct background checks on data sources to confirm legitimacy, potential biases
- Track project progress, draft status reports, meeting recaps for lead economist visibility.