

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Job Title: Associate Economist
Reports To: Director, LAEDC Institute for Applied Economics
Department Institute for Applied Economics
FLSA Status: Exempt

LAEDC's Culture of Inclusion

LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and thrive with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents our culture. We are proud to be an equal opportunity workplace and an affirmative action employer. In recruiting for our team, we are committed to equal employment opportunity and we welcome the unique contributions that you can bring to the organization.

Summary:

LAEDC's vision is a reimagined Los Angeles regional economy –equitable, sustainable, inclusive and resilient – that provides a healthy and high standard of living for all. We pursue this vision via highly collaborative economic development leadership, objective economic research and analysis, strategic assistance to business, education and government, and targeted public policy. Approaching 40 years of service to LA County's residents, LAEDC was established in 1981 as a 501c3 non-profit, public benefit organization.

As the Los Angeles region's most respected economic research organization, the mission of LAEDC's Institute for Applied Economics is to provide unparalleled economic and policy analysis expertise to our clients and the broader public, to inform decision makers and expand awareness of our rapidly changing economy.

Duties

The Associate Economist is a core member of the Economic Research team, collaborating with colleagues to deliver research reports and analysis. Ongoing responsibilities are varied and include:

- Coordinate/create all major IAE economic reports
- Provide technical assistance for information requests
- Assist the Director and other team members with economic analysis and projects, as assigned
- Work independently on some projects; assist senior staff on others
- Support data needs of other LAEDC departments
- Develop expertise in the regions of Southern California
- Develop expertise in key local industry clusters
- Make presentations to various stakeholder groups as required
- Create presentation materials
- Work with clients to develop project proposals and scopes of work
- Tracking industry developments in California and Southern California
- Preparing written analyses of industry conditions
- Forecasting various regional macroeconomic indicators
- Maintaining a working knowledge of major national, state and regional policy trends
- Maintain high-level knowledge of local, state and national data sources, both public and proprietary

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Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in economics, statistics, finance or a related field
- 2+ years of relevant experience
- Advanced or excellent writing and computer skills; experience in R Studio, Python, Stata or a similar program preferred. Experience with IMPLAN or REMI a plus
- Advanced or excellent speaking skills

Education/Experience:

Master's degree (M. A.) or equivalent; and 2+ years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

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Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Database software and Contact Management systems.

Certificates and Licenses: N/A

Supervisory Responsibilities: N/A

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply for this position please send a resume (and optional cover letter) to Shannon Sedgwick, Director of LAEDC's Institute for Applied Economics, at: shannon.sedgwick@laedc.org