Internship Opportunity
Job Title: Research Analyst
Location: Los Angeles or Oakland, CA

Estolano Advisors provides clients with integrated solutions to create thriving, healthy, vibrant communities. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law. Estolano Advisors is a woman-owned small business with offices in Downtown Los Angeles and Oakland.

What we do
- Community Planning
- Economic Development Strategic Plans
- Financing Strategies
- Implementation & Action Plans
- Meeting Facilitation
- Multi-Stakeholder Process Management
- Non-Profit & Joint Powers Authority Management Services
- Philanthropic Advisement
- Policy Education & Training
- Policy Research & Analysis
- Real Estate Advisory Services
- Technical Assistance & Grant Writing

Job Description
This position will expose the Research Analyst to an array of disciplines, including economic development, workforce development, real estate, sustainability, and active transportation. The analyst will work with our team to demonstrate that a thoughtful and strategic interdisciplinary approach will create strong, healthy, and sustainable communities. Duties for the position may include:

- Perform research and analyze data
- Draft memos, reports, and other client-related work products
- Work closely with project managers to complete client requests and ensure that scopes, budgets, and schedules are on track
- Support, plan, and implement community and stakeholder engagement strategies
- Track local, state, and national policy issues
- Manage and update social media platforms such as Twitter, Facebook, and LinkedIn
- Administrative tasks, as needed

Compensation
$17-22 per hour depending on education and experience

Time/Duration
Part-time during academic year (16-24 hours/week), with the option to perform 40 hours/week during school breaks
Qualifications
Candidate must have work experience or education in one or more of the following:

- Urban Planning
- Real Estate and Land Use Law
- Housing & Homelessness Policy
- Economic Development
- Environmental Policy
- Sustainable Development
- Public Policy
- Transportation Planning
- Workforce Development
- Active Transportation Planning

Master’s Degree Candidate in any of these fields is strongly preferred.

Skills
Excellent written and oral communication skills. Strong proficiency with Microsoft Office (Word, Excel, PowerPoint) and internet research. Experience with Adobe InDesign, GIS, project management, database analysis, social media platforms (LinkedIn, Twitter, Facebook), and web development software (e.g., Squarespace) are a plus.

Ideal Candidate
The ideal candidate will possess a knowledge of and desire for real world experience in the fields of urban planning, equitable economic development, sustainability, active transportation, housing, and/or real estate development. Exceptional inter-personal and written communication skills, a proactive approach to problem-solving, superb attention-to-detail, and the ability to assist with multiple tasks will be crucial to the candidate’s success in this position. For the future public policy, planning, or real estate professional, this position provides an opportunity to explore career options, build a resume, enhance professional credentials, and network with top professionals in these fields.

Application Process
To apply, please submit the materials below in PDF format to hr@estolanoadvisors.com with Research Analyst in the Subject line. Indicate your office location preference (no relocation assistance will be offered). Interviews will be held on a rolling basis. The application will close at 6:00 PM on Wednesday, February 5, 2020.

1. Resume
2. Writing sample (If part of a group project, indicate sections written by the applicant)
3. PowerPoint sample
4. Examples that showcase experience with web-based applications, if applicable (i.e. websites, social media pages, newsletters, and/or e-publications)
5. Three professional or academic references

Contact Information
Email contact only, with Research Analyst in the Subject line: hr@estolanoadvisors.com