IMAGINE CITIES

Position Title
Research Analyst

Reporting To
Manager, Secondary Research

Location
Anywhere

Hours per month
6-8

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

As a Research Analyst, you will be responsible for taking assigned research from our database and producing short summaries. We currently organize our research into 27 categories, so analysts will need to be comfortable with research from a diverse array of city topics such as economic development, transportation, energy, and mental health. The goal of this approach is for our Analysts to better understand the interconnected nature of cities.

DUTIES & RESPONSIBILITIES

As an Analyst, you will be responsible for summarizing up to 5 research articles on a weekly basis. The summary should be about a few sentences each and can include direct quotes. The goal is write a short synopsis of what the piece of research is about. While the articles might sometimes share debatable points of view, it is important not to impart your personal bias into the summary. The summaries must reflect the information within the research. If you wish to share your perspective, we encourage you to do so on Twitter when we share the research as we encourage respectful debate and discussion.

QUALIFICATIONS

- Graduated or enrolled in a University degree or College diploma or certificate program
- Effective oral and written communication skills
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Strong organizational skills and an ability to keep on top of workload
- Sound computer skills including operating Google Suite
- Strong interpersonal skills with a desire to engage with our community of city-builders