

ANALYST

LOCATION: Remote

HOURS: Part-time (8-10 hours per week)

COMPENSATION: \$30-\$35 per hour

Public Equity Group (PEG), an active diverse network of 40 strategy and management consultants mobilized to help visionary leaders and organizations achieve impact, is seeking a part-time Analyst. PEG offers **recent undergraduate students** a unique opportunity to learn from highly skilled and experienced professionals in the field of non-profit strategy and management consulting. Learn more about PEG at publicequitygroup.org

The Opportunity/Likely Workstreams

Work is done in partnership with a professional network that spans a wide array of regional and national organizations within diverse fields: arts, civil and human rights, climate crisis, education and youth development, housing, philanthropy, workforce development, philanthropy

- Capturing and synthesizing highlights from client and internal meetings
- Synthesizing data from various sources, e.g., US Census and other government sources (federal, state, local), research reports, etc.
- Supporting and conducting interviews with community leaders, e.g., government officials, non-profit leaders, researchers
- Developing flawless presentations in PowerPoint (often) and Microsoft Word (sometimes)
- Presenting data and recommendations to fellow team members (often) and clients (sometimes)
- Supporting team and client project management, e.g., work planning, meeting logistics, travel

About You

- 1-2 years' experience in consulting/professional services, nonprofit, small business or related field, or postgraduate research experience, or currently studying or recently completed graduate degree with considerable course work in statistics, economics, finance, logic, writing/humanities a plus
- Excellent analytical skills; high comfort with math, logic, and data
- Strong strategic ("big picture") thinking

- Proficient with, or able to quickly become proficient with, a range of applications and software used by PEG and the sector. **Required** - Considerable data manipulation using Excel
- Excellent communicator. Clear, direct, and succinct writer. **Required** – fast, accurate typing and the ability to extract all relevant information
- Collaborative, self-motivated, adaptable

Benefits

- Remote, part-time work (8-10 hours per week) conducted in your designated home office. Preference will be given to applicants located in the New York Metro or California Bay Area
- \$30-\$35 per hour. Exact compensation may vary based on skills and experience
- Unique opportunity to work alongside highly skilled professionals in the field of non-profit strategy and management consultancy

Our Application Process

To ensure full consideration, please submit a resume and a cover letter, which describes your experiences based on the stated responsibilities, and what motivated your interest in the role and Public Equity Group.

We are an **equal opportunity employer** committed to equitable and inclusionary hiring practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

Given our work with social impact clients, we **especially encourage applicants** with professional and/or lived experience within and around the child welfare & social services systems, the immigration system & immigration services, public & affordable housing systems, the US justice system and among other systems, and providers supporting disadvantaged communities.