

Policy, Planning and Research Analyst

Metro Strategies Group is hiring a policy, planning and research specialist to support planning and infrastructure projects. The position will assist a variety of clients with transportation, infrastructure, environmental and economic development initiatives. Responsibilities will include researching best practices and analyzing data, drafting surveys, drafting white papers, facilitating and presenting at meetings and conducting stakeholder interviews. Duties will also include researching funding programs and preparing grant applications.

This position requires superior research, writing and communication skills with proven experience in producing quality deliverables. Experience working with the public sector on policy, transportation and community issues is preferred. Candidates must have the ability to travel to client locations throughout the metropolitan Chicago region.

Key Duties:

- Manage various size research, policy and planning initiatives.
- Write technical reports.
- Review, research and summarize best practices.
- Collect and analyze data.
- Plan, facilitate, and implement stakeholder and/or public engagement strategies including surveys, interviews, focus groups and meetings.
- Develop strategic outreach and project plans, including timelines for implementation.
- Research planning and infrastructure funding opportunities.
- Prepare and submit grant applications for various clients and projects.
- Plan and facilitate internal and external project team meetings.
- Produce deliverables including fact sheets, project reports, research memorandums and other project-related materials.
- Ensure quality assurance and quality control on every project.
- Build and maintain strong relationships with partners, client staff and external stakeholders.
- Suggest new and innovative ideas for implementation.
- Execute all other project management duties that arise.

Required Skills:

- Knowledge of public policy including local and regional issues, community and business leaders, elected officials and transportation and planning agencies.
- Superior research and writing skills and ability to communicate clearly.
- Strong interpersonal and verbal communication skills.
- Three-plus years of relevant work experience.
- Grant-writing experience is a plus.
- Consulting experience is a plus.
- Proven experience in project management.
- Must be able to juggle and prioritize a variety of tasks and projects simultaneously.
- Ability to solve problems and recommend solutions to overcome challenges.
- Ability to be flexible, well-organized and self-sufficient in a fast-paced environment.

- A minimum of a bachelor's degree in urban planning, political science, public policy or equivalent related fields combined with relevant work experience. A master's degree is preferred.

Compensation and Benefits:

The starting salary range for this position is \$55,000- \$80,000, depending on qualifications. Benefits include paid time off (vacation, holidays, personal days and sick time), hybrid work schedule, professional development opportunities and a company contribution towards employee health insurance. Eligible employees can also enroll in voluntary dental and vision insurance and a 401k retirement plan.

To Apply:

The following are required to apply for this position: cover letter, resume, at least three references and supporting materials such as work or writing sample(s). Please submit application materials to Seema Wadia at swadia@metrostratgroup.com.

About Metro Strategies Group, LLC

Metro Strategies Group specializes in providing solutions around outreach and communications, policy research and best practices, funding and building consensus for projects. With a deep knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues, we tailor our approach to best meet our clients' needs. Metro Strategies Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.