

ECONSULT CORPORATION

Job Opening:
**Business Development Coordinator and
Public Policy Research Analyst**
Economic Consulting Firm, Philadelphia PA 19104

Job Description

- Streamline proposal writing activities for firm
- Maintain network of sub-contractors to join firm in proposal bids
- Maintain company data base of source documents to include in proposals
- Prepare proposals for internal development through to final submission
- Assist with public policy clients and organizes PT staff for survey work
- Conduct technical research on economic and fiscal issues

Qualifications

- Excellent communication skills both written and oral
- Ability to manage self in high volume, pressured environment
- Ability to thrive in collaborative, project-oriented setting with small groups of professionals
- Competence in Microsoft Office applications
- BA or BS in any of the following majors: Economics, Public Policy or Marketing
- Technical research experience

Job Type/Compensation

- Full-time position with competitive salary and excellent benefits

Submit Cover letter, resume and writing sample as follows:

BY REGULAR MAIL:

Job Opening
Econsult Corporation
3600 Market Street - 6th Floor
Philadelphia, PA 19104

BY EMAIL:

jobopenings@econsult.com

Econsult Corporation is an Equal Opportunity Employer