



## MIT Policy and Communications Fellow

### Position Overview

[Blueprint Labs](#) is recruiting a Policy and Communications Fellow based at MIT in Cambridge, MA. Blueprint Labs is a growing team of professionals devoted to using data, economics, and analytic tools to generate insights to uncover the consequences of policy choices and improve society. Based in the Department of Economics at MIT, Blueprint Labs consists of over 18 academic affiliates who represent leading economic thinkers, ten full-time staff members, and six graduate researchers. Blueprint Labs works closely with leading academic, government, and nonprofit institutions across the country to generate pioneering research that informs policy and practice in education, health care, and the workforce.

We are seeking a motivated, independent, and organized Policy and Communications Fellow to support communications and policy work on our workforce initiatives. The Policy and Communications Fellow will work closely with Blueprint Labs Co-Director [David Autor](#), MIT Institute Professor [Daron Acemoglu](#), and our collaborators at other universities. This position also offers the opportunity to work collaboratively with other Blueprint Labs research staff, including a cohort of other fellows. Previous fellows have gone on to master's and Ph.D. programs or careers in consulting, tech, government, economics, K-12 education, and more. Curious to learn more? Check out "[A Day in the Life at SEI](#)" (note that our lab used to be called SEI!).

The fellow will receive a full-time, one-year appointment that is renewable annually (contingent on funding). An employment term of two years is strongly preferred. This position will begin as soon as possible, no later than Fall 2022. The salary range is \$53,000-\$58,000.

### Principal Duties and Responsibilities (Essential Functions\*\*)

The Policy and Communications Fellow will effectively communicate technical labor economics research with MIT faculty, affiliated faculty, and external audiences. Specific responsibilities include: data collection; editing papers, articles, essays, chapters, and other written content for publication; reviewing data analyses to translate research findings; copy-editing; preparing scientific presentations; creating data visualizations; conducting literature reviews and bibliographies, often using tools like BibTex; engaging in discussion in project meetings; and other related tasks. The fellow can expect to write about technical research results for different audiences and assist with efforts to disseminate findings, including events. Other duties will arise as needed. This position requires a high level of independent judgement and presents opportunities for professional development and on-the-job learning. The fellow can expect to work on multiple projects simultaneously, balancing deliverables on different timelines.

This position will be based in-person in our Cambridge, MA office. This position is not eligible for any visa sponsorship.



## Qualifications & Skills

### MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Education: A minimum of a bachelor's degree in economics, political science, history, public policy, or a related field
- Experience: Minimum 2 years' specialized experience with quantitative and/or qualitative data analysis, research methods, and/or social sciences research (which may include coursework or experience gained as an undergraduate)
- Skills: Ability to write, with an emphasis on non-technical writing that summarizes technical material; Strong copyediting and presentation skills; Ability to work independently in a self-directed role across multiple projects, managers, and teams; Experience collecting data, crafting presentations, briefs, and other documents, summarizing complex materials at a high-level using data visualization and graphical presentation
- Responsibility and Judgement: Deals with confidential information and/or issues using discretion and judgement

### PREFERRED EDUCATION AND EXPERIENCE:

- Education: Coursework or experience in labor economics and public policy
- Experience: Basic knowledge of Stata, Python, and/or R. Strong academic writing, and involvement in previous publications are preferred as well.
- Skills: Knowledge of graphics packages or tools (Examples include OmniGraffle, Thinkcell, Mekko, or ggplot2) as well as presentation tools (Examples include LaTeX or Beamer)

## How to Apply:

1. Submit your application via MIT's hiring site [here](#). If this link doesn't work, please visit [hr.mit.edu](http://hr.mit.edu), Click "Search Open Positions," and search for Job Number 21119.
2. Complete the Google form at [this link](#).

Shortlisted candidates can expect to complete a writing task and participate in multiple interviews.

We are accepting applications until this position is filled.

Blueprint Labs is currently hiring a [Research Fellow](#) to work with Professors Autor and Acemoglu. Qualified candidates are encouraged to apply for one or both positions.

Please consult our [Frequently Asked Questions](#) document to learn more about the hiring process. Questions not addressed in the FAQ should be directed to [hiring@mitblueprintlabs.org](mailto:hiring@mitblueprintlabs.org).

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.