



CALIFORNIA BUDGET PROJECT

## Research Assistant Position Available

The California Budget Project (CBP) is a nonpartisan, nonprofit organization that conducts research and analysis on a range of state tax and budget issues, with a particular focus on issues affecting low- and middle-income Californians. The CBP produces written reports aimed at policymakers, advocates, community leaders, and the media.

The CBP seeks to hire a research assistant to participate in the organization's analysis of state tax and budget policies. The research assistant will help in the production of policy briefs and reports by collecting and analyzing data, preparing charts and tables, and conducting literature reviews. The position is available immediately on a full-time basis.

Potential candidates should:

- Have a bachelor's degree in a field related to public policy.
- Have experience in policy analysis or research, including a familiarity with state and federal data sources.
- Be proficient in using Microsoft Office programs, including Excel, Word, and PowerPoint.
- Have strong analytic skills. Ability to use Excel formulas or write Excel macros is a strong plus. Proficiency in social science statistical software, such as Stata or SAS, is also a strong plus.
- Be self-motivated and able to work independently and prioritize tasks.
- Be willing to work as part of a team.
- Be committed to the goals of the CBP.

To apply, please send a cover letter, resume, short writing sample, and three references to:

Research Assistant  
California Budget Project  
1107 9th Street, Suite 310  
Sacramento, CA 95814  
[www.cbp.org](http://www.cbp.org)

*The California Budget Project is an equal opportunity employer.*

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