

## **JOB POSTING**

The Bank seeks a well-trained and motivated communications analyst to support the objectives of the Consumer Finance Institute (CFI). The successful candidate will provide content-production, project management, and editorial support to the CFI. Under minimal supervision, the candidate will curate, produce, and publish content to the Bank's internal and external websites in order to communicate the work and impact of the CFI, and will be a liaison between the CFI and Corporate Affairs in executing initiatives to enhance engagement with internal and external stakeholders.

The successful candidate will be responsible for managing departmental workflow for content published to all channels, including digital properties (websites and social media) and traditional publications, including papers in the working paper and discussion paper series.

In addition, the analyst will partner with the Bank's Digital Strategy Group and Public Affairs to maintain existing communications collateral, and to develop new communication tactics and approaches.

Finally, the analyst will be the steward of the department's contact relationship management database as well as act, when necessary, as a support to the department's administrative staff.

About the Consumer Finance Institute:

Launched in 2017, the Consumer Finance Institute builds on decades of research experience at the Philadelphia Federal Reserve Bank. The mission of this Bank-wide initiative is to produce leading-edge research on how credit markets and payment systems affect the economy. The CFI creates opportunities for scholars, the financial industry, and the public sector to collaborate and share insights on fostering healthy household finances, a stable financial system, and a resilient economy.

The core staff of the CFI consists of 14 individuals, including six Research Fellows. This group produces applied research on consumer finance topics, topical workshops led by regulators, academics, or industry experts, and larger conferences addressing particular questions or developments in the markets for consumer credit and payments. The staff also supports collaboration among researchers and analysts across the Philadelphia Federal Reserve Bank.

Additional information about the CFI is found at

<https://www.philadelphiafed.org/consumer-finance-institute/about-us>

The Federal Reserve Bank of Philadelphia is one of the 12 regional Reserve Banks that, together with the Board of Governors in Washington, D.C., make up the Federal Reserve System. It helps formulate and implement monetary policy, supervises banks and bank and savings and loan holding companies, and provides financial services to depository institutions and the federal government. The Federal Reserve Bank of Philadelphia serves eastern and central Pennsylvania, southern New Jersey, and Delaware.

Candidates must have an Bachelor's degree in marketing, communications, business, journalism, web or digital design, web content management, computer science or a related field.

He or she must have 3+ years of work experience in a communications or content-production role related to consumer finance research, or any other sector with a focus on research and analysis of complex data.

The ideal candidate will also have 2+ years of experience planning, producing and publishing web content via a structured content management system, especially to websites and other digital channels.

Publication-management or marketing experience is a plus.

Other Requirements:

Applicants must be able to provide work authorization to prove their eligibility to work in the United States.

To Apply:

Go to <http://www.philadelphiafed.org/careers/job-openings.cfm> and find the "CFI Communications Analyst" position. Please upload a cover letter to explain your interest in the position, and include your resume/vita. Also include a writing sample and at least two references.

The Federal Reserve Bank of Philadelphia believes that diversity and inclusion among our employees is critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. The Federal Reserve Bank of Philadelphia is proud to be an equal opportunity workplace.