



POSITION ANNOUNCEMENT

POSITION: Policy Analyst, Education Policy Project **OPEN:** Immediately
LOCATION: Washington, DC **CLOSING:** Until filled
CONTACT: Darcy Eischens **SALARY:** Commensurate with experience

SUMMARY

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

BACKGROUND

NCLR is seeking a Policy Analyst to join its Education Policy Project, which aims to increase the school readiness and achievement of Latino students through policy and program solutions. Housed in the Office of Research, Advocacy, and Legislation, NCLR’s highly respected policy analysis and civil engagement division, the Education Policy Project has a track record of policy change, advancing work at all phases of the policy process including development, legislative debate, and regulatory action. As a leading advocate on education policy encompassing the perspectives of Latinos and English language learners, NCLR has led or worked in coalition with organizations on legislation such as the reauthorization of Head Start and the Elementary and Secondary Education Act (ESEA), among others.

Over the next few years, the Policy Analyst will primarily be engaged in working on K–12 education issues including the implementation of the newly signed Every Student Succeeds Act. The Policy Analyst is responsible for providing policy analysis examining the impact of education proposals and providing feedback and policy options that will benefit vulnerable students. The position will work closely with colleagues in NCLR’s Education programs component.

CORE RESPONSIBILITIES

- Conduct and publish analysis on education policies that impact and relate to Latino and English learner students.
- Represent NCLR policy priorities with stakeholders such as congressional staff, policymakers, experts, and the NCLR Affiliate Network.
- Analyze social policy ideas independently and communicate their impact on Latino the community.
- Prepare congressional testimony for senior staff.
- Develop policy positions, internal memoranda, analysis, and short-form materials such as fact sheets and talking points.
- Carry out communications activities to build support for NCLR education priorities; provide regular, timely updates to organizational networks and partners.
- Organize and execute policy forums, roundtables, and events to inform and elevate NCLR’s education policy work.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree plus 2–4 years of experience or a master’s degree required
- Familiarity with major issues that Latino students face related to education
- Teaching experience strongly desired
- Demonstrated strong written and oral communication skills
- Experience writing and conducting policy analysis
- Experience with state education policy a plus
- Experience in public speaking preferred
- Bilingual (English and Spanish) strongly preferred
- Displayed commitment to NCLR’s mission and social justice within the Latino community

Please note: Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity. Please include “Education Policy Project” in the subject line of any email submissions.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

National Council of La Raza
Raul Yzaguirre Building
Attn: Darcy Eischens
1126 16th Street, NW, Suite 600
Washington, DC 20036
Email: oral-admin@nclr.org.
No phone calls please!

***EQUAL OPPORTUNITY EMPLOYER.** All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*