



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Policy Advisor, Civic Engagement

OPEN: Immediately

LOCATION: Phoenix, AZ

CLOSE: Until filled

CONTACT: Amalia Chamorro, Associate Director,
Education Policy

SALARY: Commensurate with Policy &
Advocacy experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Policy Advisor is part of UnidosUS's Policy and Advocacy component, and member of the Civic Engagement team. UnidosUS's Policy and Advocacy department is one of the most influential and visible national advocacy think tanks championing public policy on behalf of Latinos. The Civic Engagement team leads UnidosUS's voter engagement and state policy and advocacy efforts. The team leverages policy and program expertise, communications and polling, Affiliate and voter engagement, and core elements of policymaking to achieve transformational social policy change nationally and within selected states.

The Policy Advisor will lead efforts to advance UnidosUS's state policy agenda in Arizona. They will work with and maintain strong relationships with allies, stakeholders, policymakers, UnidosUS Affiliate leaders, and others to influence state policy and advance the organization's mission to elevate the voice of Latinos and advance the economic, social, and political interests of the community. State policy efforts will primarily focus on education (at least 50%) with support provided in other areas including health, economic empowerment, immigration policies, and civic participation.

This position will work collaboratively with various UnidosUS teams across the institution and with staff and Affiliate leaders in Arizona, to lead issue campaigns. They will set strategies in collaboration with issue area directors and policy experts, and with the Legislative Affairs team.

This is a full-time, temporary position through December 31, 2020. The Policy Advisor will report to the Associate Director of Education Policy. This position is based in Phoenix, Arizona and will require occasional travel to Washington, DC.

ESSENTIAL FUNCTIONS RESPONSIBILITIES

- Serve as UnidosUS's lead spokesperson on social policy solutions and community programs aimed at improving the status of Latinos.
- Develop working knowledge of relevant laws, regulations, and state initiatives of importance to the Latino community in Arizona and nationally.
- Lead and carry out strategic and highly aligned issue campaigns, working with multiple teams, and leveraging UnidosUS policy, program and network assets, to achieve policy outcomes in Arizona.
- Establish and nurture relationships with legislative leaders, governor's office, and state government agencies to advance policy priorities.
- Expand partnerships with UnidosUS Affiliate Network, state coalitions, and allies.
- Enhance the advocacy capacity of the UnidosUS Affiliate Network and allied groups by organizing policy/advocacy activities, including roundtables, town halls, and legislative visits, and by providing technical assistance and issue support to develop spokespeople.
- Develop and disseminate materials on UnidosUS issues and campaigns, including talking points, issue baseline analyses, bill analyses, target lists, and similar tools.
- Implement effective tracking and reporting mechanisms to document progress and outcomes of activity in Arizona.
- Assist Civic Engagement team in issue and electoral campaigns in other states as needed.

QUALIFICATIONS and REQUIREMENTS

- Bachelor's degree plus a minimum of five to seven years of experience developing and executing high-impact issue advocacy campaigns, combining policy, legislative, field, and communications strategies and tactics.
- Robust understanding of the Latino community, commitment to social justice and to UnidosUS mission.
- Substantive knowledge of the legislative and policymaking process, and federal and state government structures (e.g. legislative/administrative process, budget, state agencies, etc.)
- Knowledge of the Arizona lobbying rules and regulations.
- Excellent writing skills and ability to synthesize information and present it in a variety of formats and styles (e.g., internal memos, issue one-pagers, position letters, blog posts, op-eds, talking points).
- Excellent verbal communication skills and ability to represent UnidosUS effectively in various settings (e.g., trainings, presentations, press conferences, interviews, and legislative testimony).

- Experience engaging a wide range of stakeholders (coalition partners, legislator and their staff, media, foundations, business, and academics), work in coalition, and build high-impact partnerships.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities and tight deadlines, working both independently and as part of a team.
- Ability to self-start and manage up, as well as communicate effectively across multiple teams and with multiple staff members in various locations around the country.
- Bilingual ability (English/Spanish) strongly preferred.

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 “Policy Advisor, Civic Engagement” in the subject line.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Amalia Chamorro
1126 16th Street NW, Suite 600
Washington, DC 20036
Email: hrmail@unidosus.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.