POSITION ANNOUNCEMENT

POSITION: Policy Advisor
OPEN: Immediately

LOCATION: Washington, DC
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 Education Policy Project and is housed in the Policy and Advocacy component. The Policy Advisor will report to the Associate Director of Education Policy. This is a full-time, temporary position through December 31, 2020.

UnidosUS’s Policy and Advocacy component is one of the most influential and visible national advocacy think tanks championing public policy on behalf of Latinos. The Education Policy Project has a track record of influencing policy change, advancing work at all phases of the policy process including analysis, development, legislative debate, and regulatory action. As a leading advocate on Latino education and English language learners, UnidosUS has led or worked in coalition with organizations on legislation such as the reauthorization of Head Start and the Every Student Succeeds Act (ESSA).

The Policy Advisor will play a key role in helping shape and execute efforts to advance UnidosUS’s federal and state education policy agenda. The Policy Advisor will be responsible for contributing to policy ideation and advocacy strategy across the portfolio which includes early childhood education, K-12, and higher education. The Policy Advisor will also play a key role in the production and dissemination of policy papers, issue briefs, and congressional testimony in
a variety of lengths and formats for diverse audiences and work with colleagues to plan, conduct, and publish various analyses of data, programs, and emerging issues. Success in this role will require the ability to effectively collaborate across teams and components, including education programs, civic engagement, legislative affairs, and communications and marketing.

RESPONSIBILITIES
• Provides supervision for education policy analysts and manage ideation and production of education policy publications including issue briefs, white papers, conference papers, presentations, and testimony.
• Plays a key role in developing a federal education policy agenda that is strategic, innovative, and high impact in advancing education equity.
• In coordination with the Associate Director, supports management of state education policy campaigns.
• Represents UnidosUS in high-visibility forums, including delivering presentations and testimony before congressional staff, policymakers, issue experts and stakeholders, national conferences, and the media.
• Leads and participates in coalitions of experts and advocates on education issues.
• Provides strategic recommendations, as appropriate, to various levels of UnidosUS leadership.

QUALIFICATIONS
• Bachelor’s degree from an accredited college or university required. Post-graduate degree strongly preferred.
• Seven to 10 years of in-depth policy experience required, with a demonstrated ability to analyze, and develop new policy ideas.
• Substantive knowledge of education policy issues, including those related to UnidosUS education policy portfolio, required; coverage of other education policy issues as needed.
• Experience with staff supervision.
• Extensive and strong writing ability—including developing and writing articles, studies, reports, or other publicly available documents.
• Experience communicating policy ideas in public settings such as coalition meetings, congressional hearings and briefings, major conferences, and with the media.
• Commitment to UnidosUS’s mission and social justice within the Latino community.
• Experience with state education policy a plus.
• Bilingual (English and Spanish) ability a plus.

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.