POSITION ANNOUNCEMENT

POSITION: Policy Analyst, Economic Policy Project
OPEN: Immediately

LOCATION: Washington, DC
CLOSE: Until filled

CONTACT: Senior Vice President, Policy Advocacy

SALARY: Commensurate with 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 Analyst, Economic Policy Project is housed in UnidosUS’s Policy and Advocacy department, one of the most influential and visible national advocacy think tanks championing public policy on behalf of Latinos. UnidosUS’s policy and advocacy work in the states leverages policy and program expertise, communications and polling, Affiliates and voter engagement, and core elements of policymaking to achieve transformational social policy change nationally and at the state level.

The Policy Analyst for the Economic Policy Project is responsible for providing highly skilled analysis of social, economic, and public policy trends in support of UnidosUS’s goals. Success in this role requires identifying ideas for promising new reforms specifically in the areas of housing and consumer policy. This position reports directly to the Senior Vice President of Policy and Advocacy and is based in Washington, DC.
RESPONSIBILITIES

• Conduct analysis on economic policies, including affordable housing and social security policies that affect and relate to Latino and immigrant communities, and monitor emerging policy ideas.
• Produce UnidosUS policy publications including issue briefs, white papers, conference papers, presentations, testimonies, and fact sheets using primary and secondary research sources.
• Serve as an advocate and UnidosUS representative in policy forums with stakeholders such as congressional staff, policymakers, issue experts, and UnidosUS’s Affiliate Network.
• Regularly collaborate with external colleagues in policy and civil rights coalitions/networks and community organizations from the UnidosUS Homeownership Network.
• Assist in planning policy forums, roundtables, and events to elevate UnidosUS’s policy agenda.
• Identify and share innovative policy approaches and developments through research and analysis.
• Work with media as appropriate.

QUALIFICATIONS

• Bachelor’s degree required, and master’s degree a plus.
• Two (2) to four (4) years of policy analysis experience required.
• Familiarity with economic policy issues including affordable housing and social security strongly desired.
• Experience communicating policy ideas in public settings such as coalition meetings, congressional hearings, major conferences, and with local advocates.
• Experience working for a nonprofit organization or on Capitol Hill a plus.
• Strong acumen in policy analysis and policy writing.
• Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
• Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
• Strong interpersonal skills and ability to work as part of a team and lead groups of peers, including monitoring work plan progress and keeping projects on track, required.
• Ability to design and conduct quantitative analysis to examine the efficiency of existing and/or recommended policy solutions, developing written analysis and policy recommendations.
• Commitment to excellence and high standards.
• Ability to work independently and as a member of various teams and committees.
• Acute attention to detail.
• Bilingual (Spanish/English) skills a plus.
Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:
UnidosUS
Attention: hrmail@unidosus.org
Subject Line: Policy Analyst, Economic Policy Project
Attn: Senior Vice President, Policy and Advocacy
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.