



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Policy Advisor, Economic Policy Project **OPEN:** Immediately
LOCATION: Washington, DC **CLOSE:** Until filled
CONTACT: Senior Vice President, Policy and 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

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 Senior Policy Advisor for the Economic Policy Project is a subject matter expert in the area of social security, retirement/financial savings, portable retirement savings such as CALSavers, and social insurance programs such as disability and SSI. This person will work to increase financial security and wealth-building opportunities for Latino families. They will also have in-depth knowledge of federal and state level policy related to these issue areas and bring substantive expertise to UnidosUS's work on economic policy.

Responsibilities include leading research, writing, and public appearances in rapid-response and long-term analysis of data and programs, as well as producing high-quality and compelling written products such as policy papers, testimony, and reports. Success in this role requires a high degree of skill in analysis of social, economic, and public policy trends, as well as strong data analysis and visualization, flexibility, and collaboration with colleagues and external

partners. This position reports directly to the Senior Vice President of Policy and Advocacy and is based in Washington, DC.

RESPONSIBILITIES

- Evaluate and analyze relevant economic public policies that affect the Latino community and advance racial equity.
- Serve as UnidosUS's institutional expert and advise senior leadership on federal social insurance programs, specifically those relevant to providing financial security and building retirement savings and wealth, specializing in non-English speakers and immigrant workers/seniors.
- Lead and collaborate on policy publications including issue briefs, white papers, conference papers, presentations, and testimony.
- Lead and participate in coalitions of experts and advocates on economic issues.
- Represent UnidosUS in high-visibility forums, including delivering presentations and testimony before congressional staff, policymakers, issue experts and stakeholders, national conferences, and the media.
- Build and deepen relationships with relevant federal policymakers.
- Provide strategic recommendations, as appropriate, to UnidosUS leadership, including the president and CEO and the Board of Directors.

QUALIFICATIONS

- Bachelor's degree required, and master's degree preferred in relevant field of economics, statistics, or public policy.
- Seven (7) to ten (10) years of applicable experience conducting research and/or policy analysis required.
- Demonstrated experience in statistical, quantitative analysis, and data visualization.
- In-depth experience communicating and presenting on public policy issues in policy settings.
- Demonstrated expertise with U.S. government programs focused on social insurance, retirement, and wealth-building.
- Robust experience in conducting and publishing policy analysis or research design and execution.
- Extensive and strong writing ability, including developing and writing articles, studies, reports, or other publicly available documents is required.
- Experience communicating policy ideas in public settings such as coalition meetings, congressional briefings, major conferences, and with the media.
- Experience working for a nonprofit organization or on Capitol Hill a plus.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).

- Commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Excellent communication skills, both oral and written.
- Ability to design and conduct quantitative analysis to examine work environment with multiple ongoing responsibilities, tight deadlines, and expectations for high-quality work.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Advanced proficiency with Microsoft Office Suite more specifically, Office 365, statistical software, and data sources.
- Acute attention to detail.
- Bilingual (English/Spanish) 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, RESUME AND WRITING SAMPLE TO:

UnidosUS

hrmail@unidosus.org

Subject Line: Senior Policy Advisor, 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.