



POSITION ANNOUNCEMENT

POSITION: Associate Legislative Analyst	OPEN: Immediately
LOCATION: Washington, DC	CLOSED: Until filled
CONTACT: Darcy Eischens	SALARY: Commensurate with experience

BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Found 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.

SUMMARY

NCLR is seeking an Associate Legislative Analyst for its Office of Research, Advocacy, and Legislation in Washington, DC. This position will report to the Director of NCLR's Policy Analysis Center.

The Associate Legislative Analyst will provide support for the execution of political strategies to advance NCLR goals. S/he will be working with a diverse group of experts, assisting with the implementation of legislation that results in positive outcomes on behalf of the Latino community. S/he will work closely with other NCLR staff on various activities, including support with research and analysis, writing memos, fact sheets, and blogs, covering congressional hearings, meeting with Members of Congress and their staff, and tracking legislation.

RESPONSIBILITIES

- Contribute to the work of NCLR's public policy teams by conducting online research, social media, and reporting.
- Cover congressional hearings and meet with Members of Congress and their staff, and report out to relevant teams.
- Write policy memos, blogs, and fact sheets.
- Provide support to staff for event planning and follow-up activities.
- Assist with data collection, entry, and management.

QUALIFICATIONS

- Bachelor's degree, and strong interest in advocacy, public policy, or nonprofit management required.
- Excellent written, oral, and proofreading skills.
- Strong computer skills, including knowledge of Microsoft Outlook, Word, Excel, social media, and Internet research skills.
- Ability to think and work creatively and independently.
- Exceptional attention to detail.
- Bilingual (English/Spanish) preferred, but not required.

EMAIL COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

National Council of La Raza
Raul Yzaguirre Building
1126 16th Street NW, Suite 600
Washington, DC 20036-4845
Attn: Darcy Eischens
Oral-Admin@nclr.org

Subject line: Associate Legislative Analyst

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.