



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Policy Analyst, Civic Engagement

OPEN: Immediately

LOCATION: Sacramento, CA

CLOSE: Until filled

CONTACT: Clarissa Martinez de Castro, DVP,
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 and Twitter.

SUMMARY

UnidosUS is seeking a Policy Analyst, Civic Engagement to join the Policy & Advocacy component. The Policy and Advocacy component is one of the most influential and visible national policy and advocacy think tanks championing public policy on behalf of Latinos. The Civic Engagement department 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 Analyst will support efforts to advance UnidosUS's state policy agenda in California. 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.

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

The Policy Analyst will report to the Deputy Vice President of Policy and Advocacy. This position is based in Sacramento, California, and will require occasional travel to Washington, DC.

RESPONSIBILITIES

- Work with the Civic Engagement team to develop a plan for evaluating and analyzing relevant public and social policies that affect the ability of Latino communities in California to engage in the political process.
- Analyze California social policy ideas and communicate effectively their impact on the Latino community.
- Monitor policy ideas developing at state and regional levels.
- Produce internal policy memoranda and make recommendations to leadership.
- Attend meetings with legislative staff, policymakers/experts, and issue stakeholders, effectively communicating UnidosUS policy priorities.
- Develop relationships or connections with community leaders and other stakeholders in California.
- Engage/participate in California policy coalitions/networks.
- Substantial writing required, including completion of issue briefs and providing substantive support for testimony, public comments, and journal articles.
- Ability to conduct secondary research/publishing.
- Serve as an advocate and UnidosUS representative in policy forums.
- Ability to work with media as appropriate.

QUALIFICATIONS

- Bachelor's degree plus at least two years of policy analysis experience or a master's degree required.
- Experience developing and executing issue advocacy campaigns.
- Understanding of the Latino community, commitment to social justice and to UnidosUS's mission.
- Knowledge of California lobbying rules/requirements.
- Knowledge of the legislative and policymaking process, and federal and state government structures (e.g. legislative/administrative process, budget, state agencies, etc.).
- Excellent writing skills and ability to synthesize information and present it in a variety of formats.
- Excellent verbal communication skills.
- Experience engaging a wide range of stakeholders (coalition partners, legislator and their staff, media, foundations, business, and academics), work in coalition, and build partnerships.

- Ability to thrive in a complex environment with multiple priorities and tight deadlines, working both independently and as part of a team.
- Ability to self-start, manage up, and communicate 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 Analyst, Civic Engagement” in the email subject line.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Clarissa Martinez del Castro
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.