



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Policy Analyst, Policy Analysis Center **OPEN:** Immediately
LOCATION: Washington, D.C. **CLOSE:** Until filled
CONTACT: Stephanie Román, Sr. Policy Analyst **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 at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

This position will provide policy analysis support to the Policy and Advocacy component to advance priorities in a variety of issue areas including: assets/investments, civil rights/immigration, education, employment and economic status, and health. The Policy Analyst will work with issue-based staff and senior management to conduct policy analysis, identify and fill capacity gaps in UnidosUS's portfolio, and respond to new issues as they arise. The Policy Analyst applicant will have demonstrated a strong commitment to equal rights and social justice, passion for advocacy on behalf of Latinos and immigrants, and experience analyzing, writing, and communicating on various policy issues. This position will principally report to the Senior Policy Analyst.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and the larger interrelated systems. The Policy Analyst will work closely with other members of the policy team and co-workers with extensive expertise in communications, editing/production, media, fundraising, special events and marketing.

RESPONSIBILITIES

- Work with supervisor and colleagues to evaluate and analyze relevant public policies that affect the Latino community.
- Analyze social policy ideas and communicate their impact on the Latino community.
- Monitor policy ideas developing at federal, state, and regional levels.
- Produce internal policy memoranda.
- Attend meetings with policymakers/experts, and issue stakeholders, and effectively communicate policy priorities.
- Engage/participate in policy coalitions/networks.
- Substantial writing required, including issue briefs and various reports for dissemination.

QUALIFICATIONS

- Bachelor's Degree from an accredited college or university plus 3-5yrs of experience OR a Master's Degree and 1-3yrs of experience.
- Understanding of policy issues impacting the Latino and immigrant communities.
- Strong written, analytical, and oral communication skills.
- Ability to quickly gain knowledge of new topics and their impact on various constituencies.
- Ability to work as part of a team, effectively under tight deadlines, and coordinate multiple projects.
- Proficient in Microsoft Office (Word, PowerPoint, and Excel), Outlook, statistical software, data sources, and internet queries required.
- Bilingual (English/Spanish) skills a plus.

SEND COVER LETTER, RÉSUMÉ AND WRITING SAMPLE TO:

UnidosUS
1126 16th St., NW, Suite 600
Washington, DC 20036

or

hrmail@unidosus.org

Subject Line: Policy Analyst, Policy Analysis Center

Attn: Darcy Eischens

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.