



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Legislative Analyst

OPEN: Immediately

LOCATION: Washington, D.C.

CLOSE: Until filled

CONTACT: Darcy Eischens

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

The Senior Legislative Analyst is responsible for leading and developing political strategies to advance UnidosUS's goals. Responsibilities include improving the UnidosUS visibility on Capitol Hill; working with a diverse group of experts, researchers, and key policy-makers at the federal, state and local levels. The goal of this position is the implementation of legislation that results in positive outcomes on behalf of the Latino community.

RESPONSIBILITIES

- Develop and oversee strategies to advance and implement legislative and administrative advocacy campaigns.
- Identify opportunities for new campaigns.
- Preparation of major written products including strategic long-term agendas and strategy memos.
- Draft major legislative proposals and supporting campaign plans.
- Increase the UnidosUS profile within coalitions and decision-making bodies.
- Represent UnidosUS viewpoints at major legislative events, including Congressional/Administrative hearings, symposiums, conferences, and high-profile activities.
- Engagement with media, targeting outlets with lenses that are focused on political or

legislative developments {i.e. Roll Call).

- Advise UnidosUS President and Executive Management on legislative issues.
- In consultation with UnidosUS leadership and department Directors, work to identify Capitol Awards recipients.
- File UnidosUS's quarterly Lobbying Disclosure and bi-yearly Lobbying Contributions Reports.

QUALIFICATIONS

- Bachelor's degree required. Masters, in public policy or relevant area, or law degree preferred.
- 5+ years of experience engaging in federal legislative and administrative advocacy; three to five years Capitol Hill or related experience, preferred.
- Demonstrated success in crafting and implementing national campaign strategies.
- Excellent written and verbal communication skills that can promote discussions persuasive enough to move legislative activity in the direction of UnidosUS's positions.
- Substantial knowledge of the legislative process and familiarity with administrative procedures.
- Knowledge of Latino economic, consumer finance, education or health policy and demonstrated commitment to the Latino community.
- Bilingual (English/Spanish) a plus.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

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

or

oral-admin@unidosus.org

Subject Line: Senior Legislative Analyst

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.