

POSITION ANNOUNCEMENT

POSITION: Senior Policy Analyst,
Policy Analysis Center

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Samantha Vargas Poppe,
Associate Director, Policy Analysis Center

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 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

The Senior Policy Analyst, Policy Analysis Center will work as a member of the Policy Analysis Center (PAC) to work on issues that cut across UnidosUS's core policy project teams, including the economy, education, and health. The Senior Policy Analyst will work to increase awareness of issues and develop innovative public policy and program solutions. They will identify and make recommendations on promising new reform ideas by providing highly skilled analysis of public policy trends. They will work with colleagues and, as appropriate, independently, to design and conduct analyses of data and programs and to write policy papers, statistical briefs, fact sheets, and testimony for a variety of audiences. They will also represent UnidosUS while working with a diverse group of experts, researchers, educators, media, and policymakers at the federal, state, and local levels. The Senior Policy Analyst will also have to foster and maintain collaboration with colleagues in multiple internal disciplines, including Communications and Marketing, Civic Engagement, and Legislative Affairs.

RESPONSIBILITIES

- Work with the Director, PAC, to develop and execute a project plan and agenda for evaluating and analyzing relevant public and social policies that affect the Latino community.
- Analyze emerging public policy issues and trends, including those in economic security, and produce high-quality issue briefs, conference papers, presentations,

and testimony that meet UnidosUS's standards and are appropriate to the established purpose and target audience.

- Aid and guide policy project teams on discrete projects and conduct in-depth, cross-cutting projects that bring together several policy areas in a cohesive and compelling manner that supports proactive policy recommendations.
- Develop relationships and connections with community leaders and other stakeholders to collaborate with these groups in addressing issues and solving problems and serve as an UnidosUS institutional expert on relevant policy solutions that improve the economic security and well-being of Latino communities.
- Represent UnidosUS in forums, including delivering presentations before congressional staff, policymakers, issue experts and stakeholders, national conferences, and the media.

QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred in public policy or relevant area.
- At least four to five years of experience with policy analysis, including relevant analytical (qualitative and quantitative) methodologies.
- Demonstrated writing ability, including developing and writing articles, studies, reports, or other publicly available documents strongly preferred.
- Experience communicating policy ideas in public settings such as coalition meetings, congressional hearings and briefings, major conferences, and with the media.
- Capacity to work effectively under tight deadlines by taking initiative, coordinating multiple projects, and working as part of a team or independently.
- Displayed commitment to social justice and UnidosUS's mission.
- Bilingual ability (English/Spanish) a plus.
- Flexibility for occasional travel.

Please include “Senior Policy Analyst, Policy Analysis Center” in the subject line of your email.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Samantha Vargas Poppe
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Washington, DC 20036
Email: oral-admin@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.