

POSITION ANNOUNCEMENT

POSITION: Senior Policy Advisor, Economic Policy **OPEN:** Immediately

LOCATION: Washington, DC **CLOSE:** Until filled

CONTACT: Samantha Vargas Poppe **SALARY:** Commensurate with
Associate Director, Policy Analysis Center 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 Advisor, Economic Policy, will help develop and drive a policy agenda that creates economic opportunities for Latino families, providing highly skilled analysis of social, economic, and public policy trends in support of UnidosUS's goals. This position is responsible for identifying promising reform ideas, particularly in the areas of housing finance, retirement, and tax policy. They will work with colleagues to plan and conduct rapid-response and long-term analyses of data, programs, and emerging issues. The Senior Policy Advisor will also write policy papers, issue briefs, and congressional testimony in a variety of lengths and formats for diverse audiences. This position is also responsible for convening an effective network of civil rights organizations, community leaders, researchers, and policymakers to effectively frame a federal economic policy agenda that invests in the future and targets relief to the most vulnerable in our society. Success in this role also requires the Senior Policy Advisory to collaborate with colleagues in multiple internal disciplines, including Communications and Marketing, Civic Engagement, Legislative Affairs, and the Policy Analysis Center.

RESPONSIBILITIES

- Develop and execute a project plan and agenda for evaluating and analyzing relevant economic public policies that affect the Latino community.
- Analyze emerging public policy issues and trends and produce UnidosUS policy publications including issue briefs, white papers, conference papers, presentations, and testimony, using primary and secondary research sources.

- Serve as an UnidosUS institutional expert on economic policy, with a focus on housing finance, retirement, and tax policy solutions that improve the economic security of Latinos and immigrant communities.
- Represent UnidosUS in high-visibility forums, including delivering presentations and testimony before congressional staff, policymakers, issue experts and stakeholders, national conferences, and the media.
- Lead and participate in coalitions of experts and advocates on tax and retirement issues.
- Provide strategic recommendations, as appropriate, to UnidosUS leadership, including the organization’s Cabinet and the President and CEO.

QUALIFICATIONS

- Bachelor’s and post-graduate degree required.
- Minimum of seven to 10 years of in-depth policy experience required, with a demonstrated ability to analyze, and develop new social policy ideas.
- Extensive and strong writing ability—including developing and writing articles, studies, reports, or other publicly available documents.
- Knowledge of economic issues, including housing finance, retirement, and tax policy, is preferred; coverage of other economic policy issues, as needed.
- Experience communicating policy ideas in public settings such as coalition meetings, congressional hearings and briefings, major conferences, and with the media.
- Outstanding project management skills suited to a dynamic work environment with multiple ongoing responsibilities, tight deadlines, and expectations for high-quality work.
- Displayed commitment to social justice and UnidosUS’s mission.
- Bilingual ability (English and Spanish) a plus.
- Flexibility for occasional travel.

Please include “Senior Policy Advisor, Economic Policy” in the subject line of your email.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

UnidosUS
 Raul Yzaguirre Building
 Attn: Samantha Vargas Poppe
 1126 16th Street, NW, Suite 600
 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.