



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Policy Advisor for
Civil Rights

OPEN: Immediately

LOCATION: Washington, DC

CLOSING: 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 almost 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

UnidosUS is seeking a Senior Policy Advisor on civil rights issues. Located in Washington, DC, this position will reside in the policy and advocacy division of UnidosUS. The Senior Policy Advisory will support and lead UnidosUS core civil rights work on issues such as civil rights enforcement, criminal justice, hate crimes, voting rights, language access, LGBTQ rights, and anti-discrimination work across issues areas from housing to employment. The portfolio will also include work to track and monitor relevant actions from the Supreme Court to the U.S. Department of Justice and involve work with long-standing partners in the civil rights community.

The ideal applicant will have demonstrated a strong commitment to equal rights and social justice, passion for advocacy on behalf of Latinos and immigrants, knowledge of the judicial system, and experience analyzing, writing, and communicating on civil rights policy issues.

The Senior Policy Advisor will report to the Vice President and be expected to work closely with senior leaders in the policy and advocacy division who may serve as co-supervisors on projects.

RESPONSIBILITIES

- Conduct extensive policy and regulatory analysis on civil rights policies that impact and relate to Latino and immigrant communities.

- Represent UnidosUS policy priorities before congressional staff, policymakers, experts, and issue stakeholders, including potentially providing testimony before policymakers and regulators.
- Promote and advance UnidosUS' positions with issue stakeholders; attend relevant coalition and partner meetings.
- Develop policy positions, produce internal memoranda, and prepare a variety of short-format materials such as fact sheets and talking points.
- Coordinate work with other colleagues and departments, as well as coordinating work with other community-based organizations.
- Provide support/assistance to UnidosUS leadership.
- Work with media when appropriate and required.

QUALIFICATIONS

- Master's degree plus 5 years of relevant experience; J.D. preferred.
- Familiarity with relevant congressional and administrative agencies, particularly DOJ.
- Highly developed writing skills required, including the ability to publish journal articles as well as write public testimony, conference papers, reports, issue briefs, and regulatory comments.
- Experience analyzing civil rights policy required.
- Demonstrated commitment to the Hispanic community required; direct work with community-based organizations preferred.
- Experience communicating policy recommendations in public settings required.
- Familiarity with data analysis and research methods required.
- Ability to work as part of a team while also executing projects independently.
- Ability to take initiative, work effectively under tight deadlines, and coordinate multiple projects simultaneously.
- Familiarity with relevant congressional committees and administrative agencies strongly preferred.
- Demonstrated ability to work with coalitions and policy stakeholders strongly preferred.
- Bilingual (English and Spanish) a plus.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:

UnidosUS
 Raul Yzaguirre Building
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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.