



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Associate Director, Economic Policy

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Orson Aguilar, Principal,
Policy and Advocacy

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 more than 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, Instagram, and Twitter.

SUMMARY

The Associate Director of the Economic Policy Project is responsible for working in consultation with senior leadership in the Policy and Advocacy component to set overall strategic goals and objectives for UnidosUS economic policy analysis activities.

The Associate Director will be responsible for ensuring the production of highly skilled, timely, and relevant policy documents/materials in support of UnidosUS goals. This individual will work to build substantive depth in a range of economic policy issues; analyzing new and emerging economic policy issues that affect the Latino community and developing policy recommendations and solutions. In addition, the Associate Director will coordinate, develop, and participate in public policy forums, summits, briefings, and other events where relevant economic policy matters are discussed. This will include serving as a spokesperson on Latino policy priorities and representing UnidosUS priorities in internal and external meetings and before congressional staff, policymakers/experts, and issue stakeholders. This is a supervisory position and they will be expected to provide support to Policy and Advocacy staff.

RESPONSIBILITIES

- Work with senior leadership team to set overall goals and priorities for the Economic Policy Project.
- Supervise and provide support for staff conducting policy analysis work.
- Provide support and guidance on economic policy documents, including issue briefs, policy memoranda, regulatory comments, public testimony, and journal articles developed by the economic policy team.
- Serve as a spokesperson on Latino economic policy priorities, representing UnidosUS priorities in internal and external meetings, and before congressional staff, policymakers/experts, and issue stakeholders.
- Participate in external economic policy advisory groups, boards, or committees as appropriate.
- Work with media as appropriate.

QUALIFICATIONS

- Master's degree required and eight to 10 years of relevant experience.
- Must have experience supervising staff.
- Must have ability to work as part of a team as well as execute collaborative projects independently, and the ability to take initiative, work effectively under tight deadlines, and coordinate multiple projects.
- Must demonstrate strong written, analytical, editorial, and oral communication skills.
- Must demonstrate understanding of economic issues facing Latino and immigrant communities.
- Must have experience developing economic policy solutions.
- Must be able to demonstrate prior experience communicating policy ideas in public settings such as congressional hearings, major conferences, or written materials such as reports or issue briefs.
- Proficient in Microsoft Office (Word, PowerPoint, and Excel), Outlook, data sources, and internet queries required.
- Bilingual (English/Spanish) skills a plus.

Please note: Only those applicants who submit a cover letter, writing sample, and résumé will be considered for this opportunity. Please include "Associate Director, Economic Policy" in the subject line.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre Building

Attn: Orson Aguilar

1126 16th Street NW, Suite 600

Washington, DC 20036- 4845

hrmail@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.