POSITION ANNOUNCEMENT

POSITION: Policy Analyst, Immigration Policy Project  OPEN: Immediately

LOCATION: Washington, DC  CLOSE: Until filled

CONTACT: Carlos Guevara, Associate Director, Immigration  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
UnidosUS’s Policy and Advocacy component is one of the most influential and visible national advocacy think tanks championing public policy on behalf of Latinos. The Policy Analyst is part of the Policy & Advocacy team and is responsible for research and writing, legislative and administrative advocacy, coalition-building, and public education on immigration issues. In this new role within the Immigration Policy Project, responsibilities include conducting research and preparing policy content and other materials for various audiences to include reports, fact sheets, position statements, testimony, blogs, and related toolkits in support of UnidosUS policy priorities and advocacy activities. Success in this role will require the ability to effectively engage and support field advocacy activities working with the UnidosUS Affiliate Network and other community-based partners. This position reports directly to the Associate Director of Immigration and is based in Washington, DC.
RESPONSIBILITIES

• Working with the Associate Director to fulfill the goals of UnidosUS’s Immigration Policy Project, helping develop and execute short- and long-term policy objectives, and advancing priorities in the legislative, appropriations, and administrative arenas.
• Representing UnidosUS in coalition tables, collaborative efforts, conferences, and events, as appropriate.
• Facilitating and providing briefings and trainings related to immigration policy to a variety of audiences, coordinating with Legislative Affairs, Affiliate Engagement, and/or field staff as appropriate.
• Analyze policy issues related to UnidosUS mission and develop written products to be used in immigration advocacy.
• Participate in internal strategy meetings and assist in development and implementation of action plans.
• Other duties as assigned.

QUALIFICATIONS

• Bachelor’s degree required, master’s degree a plus.
• Two (2) to four (4) years of relevant experience in immigration policy required.
• Experience working for a nonprofit organization or on Capitol Hill a plus.
• Knowledge of legislative, administrative (federal agencies), appropriations, and regulatory processes.
• Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
• Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
• Excellent policy analysis and writing skills, particularly the ability to analyze, synthesize, and form positions on complex material quickly and accurately.
• Experience communicating policy ideas in public settings such as coalition meetings, congressional hearings, major conferences, and with local advocates.
• High degree of initiative, proactivity, and ability to work under tight deadlines with moderate supervision.
• Quantitative skills, familiarity with research methods or demonstrated ability to manage a research portfolio a plus.
• Strong interpersonal skills and ability to work as part of a team and lead groups of peers, including monitoring work plan progress and keeping projects on track, required.
• Willingness to carry out a wide range of activities, including professional and logistical tasks.
• Strategic thinker with an ability to anticipate challenges and address roadblocks as they arise.
• Excellent communication skills, both oral and written.
• Commitment to excellence and high standards.
• Ability to work independently and as a member of various teams and committees.
• Acute attention to detail.
• Bilingual (Spanish/English) skills preferred, but not required.

Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

SEND COVER LETTER, WRITING SAMPLE AND RÉSUMÉ TO:
UnidosUS
hrmail@unidosus.org
Subject Line: Policy Analyst, Immigration Policy Project
Attn: Carlos Guevara, Associate Director, Immigration
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.