



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

<b>POSITION:</b> Policy Analyst, Health Policy Project	<b>OPEN:</b> Immediately
<b>LOCATION:</b> Washington, DC	<b>CLOSE:</b> Until filled
<b>CONTACT:</b> Senior Project Manager, Health Policy Project	<b>SALARY:</b> Commensurate with experience

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### 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](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Policy Analyst, Health Policy Project, will assist in executing a policy agenda that increases opportunities for Latino children and their families to be healthy and thrive, and provide skilled analysis of health policy trends in support of UnidosUS's goals. This position is responsible for helping to identify promising ideas and solutions, primarily in the areas of nutrition and food security. This person will work with colleagues to plan and conduct rapid-response and long-term analyses of data, policies, and emerging issues. Success in this role requires policy analysis and writing skills, the ability to work across functions, and an understanding of nutrition and food security issues. When the public health environment allows for a return to in-person work, this position will be on-site in our Washington, DC office.

### RESPONSIBILITIES

- Conduct analysis of state and federal nutrition policies that affect Latinos, including those living in mixed-status households.
- Analyze and monitor emerging public policy issues and trends and produce internal policy memoranda, analyses, and short-form materials such as talking points.

- Produce external policy publications including issue briefs, white papers, conference papers, presentations, fact sheets, and testimony, using primary and secondary research sources.
- Develop subject matter expertise on nutrition and food security policy.
- Represent UnidosUS in external-facing forums, including meetings with congressional staff, state and federal policymakers, issue experts and stakeholders, national conferences, and the media.
- Participate in coalitions of experts and advocates.
- Provide policy support to the Health Policy Team and, as appropriate, other policy teams.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree required; master's degree a plus in public policy, public health, or related discipline preferred.
- Two (2) to four (4) years of relevant experience in health policy required, preferably in nutrition.
- Displayed commitment to social justice, health equity, and UnidosUS's mission.
- In-depth knowledge of policy analysis, with a demonstrated ability to analyze and produce recommendations, is required.
- Strong understanding of health policy issues, particularly those related to nutrition and food security, including programs like the Supplemental Nutrition and Assistance Program (SNAP).
- Strong writing ability, including developing and writing issue briefs, reports, or other publicly available documents is required.
- Experience communicating health policy ideas in public settings such as coalition meetings, congressional briefings, major conferences, and with the media.
- Experience designing and conducting quantitative analysis to examine the efficiency of existing and/or recommended policy solutions, a plus.
- Experience working for a nonprofit organization or on Capitol Hill a plus.
- Strong project management skills suited to a dynamic work environment with multiple ongoing responsibilities, tight deadlines, and expectations for high-quality work.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Teams).
- Flexibility for occasional travel.

### **Skills and Abilities**

- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respeto, Accountability).
- Commitment to the U.S. Latino community, Latino nonprofit organizations, and the Latino market.
- 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 a plus.

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

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

**SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Policy Analyst, Health Policy Project

**Attn:** Senior Project Manager, Health Policy Project

**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.*