



PUBLIC FELLOWS PROGRAM

Job Title:	Workplace Programs Federal Policy Analyst
Organization:	National Partnership for Women & Families
Location:	Washington, DC
Stipend:	\$65,000 with health insurance for fellow
Start Date:	September 1, 2016

ORGANIZATION DESCRIPTION

The National Partnership for Women & Families promotes fairness in the workplace, reproductive health and rights, access to quality affordable health care, and policies that help women and men meet the dual demands of work and family. We believe that actions speak louder than words, and for four decades we have fought for every major policy advance that has helped women and families.

POSITION DESCRIPTION

The National Partnership seeks a policy analyst who will advance the priorities of the National Partnership's workplace policy programs. In collaboration with the eight members of an energetic, productive, and diverse team, the Federal Policy Analyst will be responsible for analyzing quantitative and qualitative data sources, conducting original research, and developing materials that advance our workplace policy agenda, with particular emphasis on building the case for national paid family and medical leave and paid sick days policies.

The Workplace Programs Federal Policy Analyst will work with and under the direction of the Senior Government Affairs Manager, in consultation with the Vice President. S/he also will collaborate with the Workplace Researcher/Writer on data analysis projects that have federal policy implications, develop policy-relevant documents, and contribute to other outreach and advocacy initiatives. Through hands-on engagement, the Federal Policy Analyst will gain a deep understanding of how policy is shaped from an idea, through grassroots organizing, legislative negotiation, enactment, and implementation.

The Federal Policy Analyst will promote the goals of the National Partnership through the following activities:

- Analyze legislation, policies, and relevant proposals;
- Track developments related to paid leave, including federal and state government programs, private sector initiatives, and media coverage;
- Develop and conduct policy research and analysis to better understand the need for and impacts of paid family and medical leave;
- Produce reports, briefing papers, fact sheets, issue briefs, talking points, testimony, and other documents, based on research and analysis related to paid leave;
- Work closely with coalition partners, strategic allies, and other stakeholders to ensure that National Partnership's work complements their efforts;
- Develop communications content for a variety of audiences, including public officials, advocacy partners, media, and the public, for use across different platforms (blogs, social media, email

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You may *not* contact the host institution to inquire about this position.

- communications, listserv postings, etc.);
- Develop an expertise in pertinent workplace policy issues and federal policy making; and
- Represent the National Partnership in various national coalitions.

REQUIRED AND PREFERRED QUALIFICATIONS:

- PhD in the humanities or humanistic social sciences;
- Strong analytic skills, including the ability to identify, research, analyze, and synthesize complex or diverse information;
- Highly developed oral and written communication skills, with ability to tailor messages that are persuasive and appropriate for diverse audiences, and with attention to timeliness, accuracy, and detail;
- Sound and accurate judgment and decisiveness;
- Creative thinking and resourcefulness, with a desire to develop innovative approaches to problems;
- Strong organizational skills;
- Capacity to work independently and as a part of a team; and
- Experience managing multiple projects and working under pressure and with short deadlines.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 24, 2016, 8 pm Eastern Daylight Time

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