POLICY ANALYST II

POSITION DESCRIPTION

A national, non-partisan advocacy organization seeks a Policy Analyst who will advance the priorities of its workplace policy programs. In collaboration with the eight members of an energetic, productive, and diverse team, the 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 Policy Analyst will work with and under the direction of the Senior Government Affairs Manager, in consultation with the Vice President. They also will collaborate with the Program 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 Policy Analyst will gain a deep understanding of how policy is shaped from an idea, through grassroots organizing, legislative negotiation, enactment, and implementation.

The Policy Analyst will promote the goals of the host organization 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 the host organization'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 communications, listserv postings, etc.);
- Develop expertise in pertinent workplace policy issues and federal policy-making; and
- Represent the host organization in various national coalitions.

This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.

QUALIFICATIONS

- PhD in the humanities or interpretive 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.

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