

# POLICY ANALYST

## POSITION DESCRIPTION

This position is hosted by an independent advocacy and research institute that seeks to empower communities of color in its home state. Reporting to the Director of the Economic Justice Program, the Policy Analyst combines rigorous research and policy analysis to carry out community-driven advocacy campaigns to help advance racial and social justice on behalf of urban communities. The host organization's Economic Justice Program works to ensure equality of economic opportunity for residents in urban communities through building and strengthening systems that provide access to wealth, including (1) meaningful employment that pays a living wage; (2) affordable, fair, and quality housing in safe and healthy neighborhoods; (3) fair lending and student loan practices; and (4) other reparative policies and practices to help close the state's stark racial wealth gap.

People in the state's urban communities experience high levels of poverty rooted in structural discrimination, driven by persistent unemployment and under-employment, segregated housing, a lack of affordable, integrated housing options, and a lack of access to credit and asset-building. While the state is one of the wealthiest states in the nation, it also ranks in the top ten worst states for income inequality and racial disparities in homeownership. The Policy Analyst will be instrumental in helping develop and conduct advocacy and public education strategies to advance the Institute's mission to expand racial and social justice in the state. This role would prepare the analyst to work thoroughly in the fields of public policy, legislative advocacy, public service on a legislative or administrative staff, political campaigns, and community-based organizations.

The host organization values a diverse workforce and an inclusive culture and seeks a fellow to bring fresh perspectives to our work. The organization's staff have a broad range of professional and educational backgrounds. This variety of experiences informs creative analysis and responses to policy problems. The organization's policy work uses a range of humanities, arts, policy, legal, and other methods for analysis and public presentations.

Key duties and responsibilities:

- Develop and conduct original research, reviews of existing research, and policy analysis pertaining to issues of economic justice, including the jobs initiative, racial

***\*\*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.\*\****



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wealth gap, student loans, fair housing, et al., particularly as they affect communities of color and urban communities in the state.

- Work with the host organization's attorneys and staff to develop, incubate, and advocate for bold and innovative policies.
- Research and draft op-eds, position papers, reports, testimony, data briefs, and advocacy materials pertaining to legislation, administrative rules and regulations, and state and local government policies.
- Engage in public speaking, including with the media and at community events for both expert and lay audiences.
- Engage in community outreach to identify and deepen relationships with community stakeholders and key policymakers. Coordinate with partner organizations and community leaders, including serving as primary liaison with community-based organizations and coalitions.
- Track national, state, and local policy developments in employment, housing, and access to credit.

## QUALIFICATIONS

### *Required*

- PhD in the humanities or interpretive social sciences.
- Ability to build and work effectively with diverse coalitions and community groups and to work across political ideology, race, ethnicity, socio-economic circumstances, religion, gender, and sexual orientation.
- Outstanding research, writing, and oral communication skills; superior attention to detail; ability to work on multiple projects simultaneously; good problem-solving skills and a positive, professional attitude with excellent judgment, flexibility, determination, and grace in a fast-paced office.
- Integrity, honesty, and a balanced, non-partisan approach.
- Ability to think creatively and develop innovative research, policy, and advocacy strategies.
- Ability to participate in teams, including a willingness to circulate widely, communicate openly, listen well, and learn from others.
- Outstanding interpersonal skills; tenacity, flexibility, resilience, and high energy.

### *Preferred*

- Ability to translate technical analyses into compelling advocacy messages.
- Willingness to learn or hone quantitative skills to analyze policy proposal costs.

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