



JOB ANNOUNCEMENT

JUNIOR POLICY ANALYST

The Economic Progress Institute is hiring a junior policy analyst to engage in research, analysis and advocacy on state policies related to the effective and efficient delivery of work support programs and workforce development services.

The Institute is a non-partisan, non-profit research and advocacy organization that works to improve economic security and opportunity for all Rhode Islanders. Our mission includes protecting and enhancing public programs that help low- and modest income Rhode Islanders. To see our current Strategic Plan and logic model see: www.economicprogressri.org/strategicplan

The individual hired for this position will increase our capacity to improve and protect programs that provide workforce development services for lower-skilled Rhode Islanders (including RI Works and adult education) and work supports for working families (including child care assistance and health care). The analyst will work with our Policy Director on research, campaigns and legislative and administrative advocacy in these areas.

The position requires strong analytic skills, self-motivation and the ability to communicate effectively with a variety of audiences, including policymakers, the media, and community-based organizations (CBOs) and their members. These CBOs include organizations advocating for the basic needs of residents, the effective and efficient delivery of human services, and public policy issues that are important to the state's economic and workforce development strategies.

RESPONSIBILITIES

- Conduct research and advocacy on state and federal public support programs. .
- Work with Executive and Policy Directors to develop and implement goals for our work support policy research and analysis and develop and advance advocacy priorities.
- Monitor, analyze and write on budget proposals, family economic security proposals, and other relevant topics.
- Present policy and research information to a variety of audiences, including policymakers, lawmakers, philanthropy, academic thought partners, news media and community partners.
- Develop relationships with policymakers and legislators and prepare and present testimony before legislative and administrative hearings.



- Work with national organizations to advance progressive policy at both state and national levels.
- Assist with research needs of other staff to support their work.
- Respond to requests for information and technical assistance from policymakers, the media, and community partners.
- Attend conferences and other meetings of interest to The Institute.
- Essential duties are predominately intellectual in character and include work requiring the consistent exercise of discretion and judgment.
- The junior analyst will report to the Executive Director. The position is an in-office (not remote) position and is based in Providence, RI.

REQUIRED QUALIFICATIONS

- A commitment to economic and social justice and the mission of The Institute.
- Graduate degree in public policy, social work, law or related field or undergraduate in these fields plus two-years of related experience.
- Experience in policy analysis and familiarity with state and federal data sources, state budget and legislative processes.
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, and spreadsheet software.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to a range of audiences both in writing and orally and to work collegially with the Institute's staff to produce finished products that reflect a consistent style and tone.
- Demonstrated ability to work both independently and as part of a team; prioritize and manage multiple tasks; and complete assigned projects under time constraints.
- The capacity to develop and to maintain collaborative relationships with individuals and organizations interested in public support policy, including elected officials and their staff, journalists, community based organizations, and coalitions.

Successful candidate must have demonstrated commitment to social justice and equitable opportunity for all Rhode Islanders, a flexible mindset, ability to think strategically, ability to work on multiple tasks in a time sensitive manner, comfort collaborating with diverse groups internally and externally, self-motivation, attention to detail, strong project management skills and a commitment to credible and independent analysis.

Salary: This is a full-time, salaried position. Salary range between \$50,000 - \$65,000. Excellent benefit package. Generous vacation and holiday schedules.

To apply: Please send an email with subject line: “Economic Progress Junior Policy Analyst” to jobs@economicprogressri.org. Attach your cover letter, resume or curricula vitae, a writing sample and 2 references (with contact information).

Deadline: Friday, April 19, 2019 or until position is filled. No phone inquiries please.

The Institute is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, religion, national origin or any other basis. People of color and persons with disabilities are encouraged to apply.