



## JOB ANNOUNCEMENT

### POLICY ANALYST

Providence, Rhode Island

The **Economic Progress Institute** (EPI) is seeking a **Policy Analyst** with a strong commitment to advancing systemic change and policy solutions centered around racial, ethnic, and gender equity and informed by community members and partners. The Policy Analyst will engage in research, analysis, advocacy, and coalition building on state policy matters.

#### OVERVIEW

EPI 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 advocating for policy and budget decisions that are fair and generate adequate resources to best address the needs of Rhode Islanders with low and modest incomes.

Learn more about EPI's current [policy agenda](#), [the issues we work on](#), and [our impact](#).

The ideal candidate will be equity-minded, passionate about building power together with communities, and supportive of transformative community-led policy initiatives. In addition, the individual hired for this position will concentrate on one or more programs that provide basic needs to families (including SNAP and RI Works, the state's cash assistance program), work supports for working families (including childcare assistance and health coverage), long-term care and health coverage for seniors and people with disabilities, and workforce development services for lower-skilled Rhode Islanders (including adult education). The analyst will work as part of our policy team on research, campaigns, and legislative and administrative advocacy in these areas.

The position requires strong analytical skills, self-motivation, and the ability to communicate effectively with a variety of audiences, including policymakers, the media, impacted community members, and community-based organizations (CBOs). 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.

#### KEY AREAS OF RESPONSIBILITIES

- Conduct research and advocacy on state and federal public support programs.
- Work as a team player with the rest of the policy team to develop and implement goals for our work, support policy research and analysis and develop and advance advocacy priorities.
- Monitor, analyze, and write on state and federal public support programs.



- Present policy and research information to a variety of audiences, including impacted communities, policymakers, lawmakers, philanthropists, academic thought partners, news media, and community partners.
- Develop relationships with policymakers and legislators and prepare and present testimony for legislative and administrative hearings.
- Work with national organizations to advance progressive policy at both state and national levels.
- Respond to requests for information and technical assistance from policymakers, the media, and community partners.
- Provide public education, including in-person and virtual training sessions, and materials for the EPI website, including factsheets, infographics, and updates to the EPI Guide to Assistance.
- Develop relationships and engage in partnership with members of impacted and historically excluded communities to ensure that their voices and lived experiences are included in driving policy solutions.
- Represent EPI in leading or participating in coalitions and legislative campaigns.
- Attend conferences, events, and other meetings of interest to EPI.

## RELEVANT SKILLS AND EXPERIENCE

- A commitment to racial, economic, social justice, and equitable opportunity for all Rhode Islanders in alignment with EPI's [mission, vision, and core values](#).
- Experience in policy analysis and familiarity with state and federal data sources, as well as with the state budget and legislative processes.
- Strong quantitative and analytical skills, and proficiency with standard office technology like MS Office Suite.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to a wide range of audiences and to work collegially to produce a range of written materials, including reports, fact sheets, infographics, op-ed pieces, presentations, and other resources to inform and enhance public policy conversations.
- Excellent interpersonal, cultural competency, and community engagement skills and respectful interaction with diverse communities.
- Demonstrated capacity 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.
- Strong organizational and project management skills with the ability to think strategically, pay close attention to detail, and meet deadlines, especially in a fast-paced legislative environment.
- Demonstrated ability to work both independently and as part of a team, to prioritize and manage multiple tasks and to complete assigned projects under time constraints.



- The ability and desire to work with grassroots or community-based organizations in public policy advocacy and bringing community perspectives and voices into budget and policy analyses.

## **EDUCATION AND EXPERIENCE**

Graduate or advanced degree in public policy, law, public health, social work, or related field and at least 2-3 years of work experience **OR** undergraduate degree in these fields and 5 years of work experience. Experience in policy, law and/or legislative analysis, and advocacy preferred.

## **COMPENSATION AND BENEFITS**

This is a full-time, salaried position. Salary range is \$50,000-\$65,000 commensurate with qualifications and experience. EPI currently offers a generous benefits package, including matching retirement contributions, PTO, health and dental insurance, and an ongoing hybrid office schedule.

## **TO APPLY**

Please send an email with the subject line “Economic Progress Institute Policy Analyst” to [jobs@economicprogressri.org](mailto:jobs@economicprogressri.org). Please attach your cover letter, resume or curriculum vitae, a writing sample, and 2 references (with contact information); **all provided in PDF format**. Writing samples should demonstrate experience with research and policy analysis and/or knowledge of topic areas associated with this position, as well as the ability to convey information in a clear and compelling manner. This position will remain open until filled.

**EPI 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. We are committed to creating an inclusive, diverse, and open work environment where all staff are valued. We strongly encourage candidates with diverse backgrounds and experiences to apply.**