



NALEO Educational Fund facilitating full Latino participation in the American political process

JOB ANNOUNCEMENT POLICY ANALYST – WASHINGTON, DC

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to facilitate full Latino participation in the American political process. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote Latino civic participation and voter engagement, provide technical assistance and training to the nation's Latino elected and appointed officials, and conduct policy analysis and research on issues affecting Latino access to the political process.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 25-member Board of Advisors. Both Boards are comprised of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston, and New York. It employs approximately 55 full-time staff with an annual budget of \$7 million and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, and retirement coverage.

The Position

The Policy Analyst is located in Washington DC and reports to and works collaboratively with the Washington DC Director in analyzing, advocating and lobbying on public policy issues relevant to the NALEO Educational Fund's mission. The Policy Analyst is responsible for naturalization and immigration policy (including comprehensive immigration reform) and the dissemination of information regarding policy developments to the NALEO Educational Fund constituency. These responsibilities include writing advocacy-related documents, and monitoring and analyzing congressional and administrative developments. The Policy Analyst serves as the principal contact with congressional offices, agencies and organizations. In this regard, the Policy Analyst is responsible for furthering relationships with Congressional policymakers, coalitions and advocacy organizations working on similar issues, as well as high-ranking staff of the United States Citizenship and Immigration Services. While the position's main focus will be naturalization and immigration, the Public Policy Analyst will also be expected to acquire general knowledge of Latino political access issues including voting rights and election reform. The Policy Analyst is also responsible for administrative duties such as filing/correspondence/answering phones on an as-needed basis. The annual salary for this position is commensurate with qualifications and experience.

Qualifications

- Excellent analytical, verbal and written communication skills. (Writing samples are required)
- Ability to take initiative and organize and prioritize workload efficiently.
- Outstanding organizational, administrative, and advocacy skills. Ability to articulate public policy positions of NALEO Educational Fund and able to implement effective policy strategies on behalf of the organization.
- At least 3 years of legislative/administrative advocacy and/or policy analysis experience on Capitol Hill, or with State or local government, or non-profit organization required; Congressional experience preferred. Prior experience with immigration policy required.
- Knowledge of voting rights, election reform and/or and Latino political access issues preferred but not required.
- Ability to read, analyze and summarize primary legislative and administrative materials (such as bills, statutes and regulations).
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Bachelor's Degree in government, political science, domestic affairs, Latino Studies or related field required; advanced degree preferred.
- Ability to speak Spanish preferred; ability to read and write Spanish, a plus.
- Supportive of the mission and philosophy of the NALEO Educational Fund.

PLEASE SEND SALARY HISTORY, WRITING SAMPLES AND RESUME TO:

Gloria Montañó Greene, Washington, DC Director, gmontanogreene@naleo.org
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NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status.