



## **POLICY & RESEARCH ANALYST I POLITICAL VOICE**

Los Angeles, CA  
Non-Exempt, Full-Time, Regular Position

### **Organizational Background:**

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where *all* communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Health Equity, Equity in Public Funds, and Political Voice.

### **Position Summary:**

The Policy & Research Analyst will report to the Manager of Political Voice and will work with community-based organizations, civil rights organizations, and government offices across the state to eliminate racial and economic disparities in political participation and government responsiveness.

This work will include:

- Advocating for public policies and administrative practices that expand opportunities for political participation and enhance government responsiveness, particularly in low-income communities of color;
- Researching issues of political participation and government responsiveness, particularly as those issues are experienced by residents in low-income communities of color; and
- Building coalitions to develop collaborative strategies to address disparities in political participation and government responsiveness.

### **Specific Responsibilities include, but are not limited to:**

- Analyzing public policies and administrative practices related to political participation and government responsiveness;
- Building partnerships with and providing technical support to community and civil rights groups as they prepare and launch campaigns to improve political participation or government responsiveness;
- Building partnerships with and providing technical support to government offices as they prepare and launch initiatives to make government more participatory;
- Serving as primary liaison with community-based organizations and coalitions;
- Identifying, initiating, and deepening relationships with community stakeholders, relevant government staff, and political leadership;
- Participating in organization-wide planning, development, and communications activities, as needed, and ensuring adherence to Advancement Project goals and policies within the project area; and

- Other duties as assigned, dependent on organizational needs and employee skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities.
- 2-4 years of experience in civil rights and social justice, public policy, community-based policy advocacy and/or organizing (beyond summer or short-term internships).
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Experience and success working in partnership with community and civil rights organizations, including experience building and working in coalitions.
- Strong interpersonal, communication, facilitation and presentation skills – experience translating technical analyses into compelling advocacy messages is especially preferred.
- Ability to conduct policy analysis, research (qualitative/quantitative), and synthesizing complex information/data for policy and planning.
- Demonstrated familiarity and confidence with reviewing and analyzing data and statistics on political participation and government responsiveness from a variety of sources preferred.
- Demonstrated experience in leading and managing complex projects that are strategic in nature & scope.
- Demonstrated experience in organizing large-scale events.
- Proven ability to work with diverse communities, leaders and staff.
- Strong analytical and problem solving skills.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a small team setting.
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- Good computer skills, proficient with MS Office applications.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget.
- Bilingual English-Spanish a plus.
- Must be able to travel locally and statewide.

### **Salary:**

**Competitive compensation depending on experience. Includes full health, dental and retirement benefits.**

**To Apply:**

Please send cover letter and resume to:

Jorge Jimenez  
Director of Human Resources, Finance and Administration  
[hr@advanceproj.org](mailto:hr@advanceproj.org)

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Los Angeles, CA 90026  
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**Women and people of color are strongly encouraged to apply**