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| **Job Title:** | Policy Analyst |
| **Organization:** | National Women's Law Center |
| **Location:** | Washington, DC |
| **Stipend:** | $67,500 with health insurance for the fellow |
| **Start Date:** | September 1, 2017 |

## ORGANIZATION DESCRIPTION

For more than 40 years, the National Women's Law Center (NWLC) has worked to remove barriers based on gender, open opportunities for women and girls, and help women and their families lead economically secure, healthy, and fulfilled lives. NWLC uses a wide range of tools to maximize its impact—including public policy research and analysis, litigation, advocacy, coalition-building, and public education—to achieve gains for low-income women and their families in its primary areas of focus: education, employment, family economic security, and health and reproductive rights. As a long-standing leader in the women's rights, education, civil rights, anti-poverty, and women's health advocacy communities, NWLC works at the national, state, and local levels to build bridges among groups, facilitate idea-sharing, and encourage coordinated action. In working to expand the possibilities for women and girls, NWLC uses the law in all its forms: educating the public about ways to make the law and public policies work for women and their families, getting new laws on the books and enforced, and litigating groundbreaking cases all the way to the Supreme Court. For more information, visit www.nwlc.org.

## POSITION DESCRIPTION

The Policy Analyst will work with NWLC's Workplace Justice and Income Security & Education teams on cross-cutting projects that examine the structure of work in the US and how it impacts the economic security of women and families. Specifically, the Policy Analyst will contribute to, and sometimes lead, timely research projects regarding the low-wage workforce, which could include issues such as: the contingent workforce, job scheduling, child care, income support programs, pay equity, pregnancy accommodations, the minimum wage, and other relevant issues, paying special attention to marginalized populations, including low-income women and women of color. The Policy Analyst would be part of a team of advocates who think strategically about what workplace policies and income support programs best allow women and their families to succeed and how to achieve these policy goals. The advocacy team also collaborates on how to creatively and effectively communicate findings to policymakers, the media, and the public through traditional and social media, briefings for the advocacy community, and events on Capitol Hill. The Policy Analyst will gain a deep understanding of the issues facing workers and their families in the economy today, the policy process, strategic advocacy, and the intersection of legal and policy analysis.

Responsibilities include:

- As part of an advocacy team, craft strategies to use research to build support among the public and policymakers for workplace and income support policies critical to the success of women and families.
- Conduct research on issues at the intersection of work and family policies which could include minimum wage, work scheduling, child care, pay equity, pregnancy accommodations, and income supports that low-wage workers and their families rely on.
- Gather, summarize, and analyze quantitative and qualitative data to assess trends over time, uncover unique disadvantages faced by marginalized populations and different age groups, and examine legislative and policy proposals.
- Produce literature reviews that synthesize material from a variety of disciplines and present it in an appealing, meaningful, and readable way.
- Draft blog posts, fact sheets, reports, infographics, and other materials used to inform policymakers and the public.
- Assist in the development of communications materials for traditional and social media.
- Attend and report on congressional hearings and other briefings.
- Develop relationships and work with national and state coalitions.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to improving the lives of women, particularly low-income women, women of color, and other vulnerable groups of women;
- Strong research skills and a familiarity with qualitative and quantitative methods of inquiry; experience with statistical analysis a plus;
- Excellent oral and written communication skills and the ability to communicate with a variety of audiences;
- A team player who thrives in a collaborative work environment that requires independent thinking;
- Creative and strategic problem solver; and
- Detail-oriented and able to manage several tasks at once.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time