



POSITION TITLE: Economic Policy Analyst

REPORTS TO: Economic Policy Director

LOCATION: Washington, DC

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas that improve the socioeconomic status and civic engagement of Black communities. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. The Joint Center is excited to expand its economic portfolio and is looking for a policy analyst to join the team.

POSITION SUMMARY

The Economic Policy Analyst will be responsible for doing research and writing reports on key issues impacting the African American community. Initially, this team member will focus on labor and wealth. As the team grows, these responsibilities may expand or become more focused.

The Economic Policy Analyst will write and publish solutions-oriented reports, literature reviews, policy briefs, and commentaries. They will stay abreast of scholarly and policy research, and will assist the Economic Policy Director in developing and maintaining relationships with scholars doing work of relevance to the Black community. The Economic Policy Analyst will be a key member of the team, and will have the opportunity to help to define the direction of the Joint Center's Policy Incubator.

The Joint Center has a small team and operates much like a start-up. The ideal candidate for this position should be flexible, and comfortable working in a quickly changing environment. They will be a critical thinker, a solid communicator, and able to work on a team effectively.

The Joint Center is focused on the goal of driving policy change in service of the African American community, and candidates for this role should be passionate about these issues.

KEY ROLES & RESPONSIBILITIES

- Produce Joint Center policy publications including reports, literature reviews, policy briefs, presentations, testimonies, and fact sheets.
- Conduct analysis on economic policy issues of concern to Black communities and monitor emerging policy issues.
- Work with Joint Center staff and external stakeholders to develop and communicate bold and innovative policies.
- Draft and edit communications related to the Joint Center's policy work, including blog posts, and newsletter entries.
- Assist in planning roundtables, meetings, and other events to elevate the Joint Center's policy work.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree Required. A successful candidate will have completed a formal education in economics, sociology, public policy, political science, or some related field.
- 3-5 Years Experience Required. Competitive candidates will have 3-5 years of experience conducting research and/or policy analysis in a think tank, research, or advocacy organization. A graduate degree accounts for 2 years of experience.
- Solid Communication Skills Required. The Economic Policy Analyst will be able to communicate policy ideas both verbally and in writing to diverse audiences
- Experience with Economic Policy Strongly Preferred.
- Demonstrated ability to work effectively on a team.

HOW TO APPLY

Interested applicants should send a cover letter, a resume, and writing sample no longer than five pages (may be an excerpt of a longer report or a compilation of shorter pieces) in a single PDF file to the Joint Center at recruiting@jointcenter.org with "Economic Policy Analyst" in the subject line. The deadline for submitting materials is March 29th, 2019. No phone calls please.

JOB-TYPE, SALARY & BENEFITS

This is a full-time position. The salary for this position is competitive relative to comparable positions and comes with an excellent benefits package that includes health, vision, dental, and life insurance.

The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.