



**POSITION TITLE:** Technology Policy Fellow / Senior Fellow

**REPORTS TO:** Vice President

**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. 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 organization's mission is to inform and illuminate the nation's major public policy debates through research, analysis, and information dissemination in order to improve the socioeconomic status of Black communities in the United States; expand their effective participation in the political and public policy arenas; and promote communications and relationships across racial and ethnic lines to strengthen the nation's pluralistic society.

### **POSITION SUMMARY**

The Joint Center's Technology Policy Fellow / Senior Fellow will lead the Joint Center's tech policy program. The person will be responsible for building the Joint Center's expertise and influence on key tech policy issues through research, building the Joint Center's network of experts, and engaging in public education on timely policy issues affecting Black communities.

The Fellow / Senior Fellow will complete research, write, and move through a rigorous publications process to produce a number of written products, including commentaries/op-eds, blog posts, fact sheets, policy briefs, and reports. To make an impact, the Fellow/Senior Fellow will need to speak to the media, educate policymakers, and provide input on Joint Center social media and other messaging related to tech policy.

The Joint Center is a collaborative organization focused on the needs of many stakeholders in Black communities. The Fellow / Senior Fellow will work with stakeholders, including internal and external scholars, policymakers, private sector thought leaders, advocates, and philanthropy to develop research questions, produce publications, and convene conferences and events.

The Joint Center has a small team and operates much like a start-up. The ideal candidate for this position should be entrepreneurial, creative, flexible, and comfortable working in a quickly changing environment. The person should also 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**

- Follow developments at the FCC, FTC, NTIA, relevant congressional committees, DC tech think tanks, and DC tech advocacy organizations and participate in the tech/telecom policy debate through op-eds, speaking engagements, meetings, and policy analysis where appropriate.
- Represent the Joint Center in coalitions, with the media, at conferences, and at other opportunities for public education on issues of tech policy and Black communities.
- Convene tech experts to develop research questions on the impact on Black communities of data privacy, surveillance, artificial intelligence, automated decisionmaking, Section 230 of the Communications Decency Act, broadband access and adoption, and related topics (“tech policy”).
- Produce Joint Center policy publications including commentaries/op-eds, blog posts, fact sheets, policy briefs, and reports.
- Commission and manage external experts in producing commentaries, briefs, and reports related to tech policy topics.
- Engage in outreach to identify, deepen relationships with, and work in coalition with community stakeholders, key policymakers, philanthropy, and national partner organizations.
- Engage in development activities (research, donor engagement and relationship maintenance, solicitation, and grant applications) to ensure the sustainability and growth of the Joint Center and the tech program.
- Demonstrate the versatility and vision to support the Joint Center’s growth into new areas.
- Perform other duties as assigned.

## **MINIMUM REQUIREMENTS**

- Graduate or Professional Degree Required.
- Demonstrated Research Experience: The successful applicant will have at least 5 years of work experience as a tech policy researcher or policy analyst, preferably at a think tank, other research organization, or in government. A deep understanding of research methods and the ability to scrutinize data to come to evidence-based conclusions is important for the success of the program.
- Leadership: The ideal candidate will be visionary and forward-thinking.

- An Exceptional Writer and Editor: The successful candidate will be an excellent communicator and will have experience breaking down dense jargon (e.g., computer science concepts, legislative language, or demographic data) for a lay audience, community activists, journalists, and elected officials. A candidate must demonstrate an ability to:
  - Vary and tailor writing styles for various audiences and outlets and modify writing styles to comport with the voice and style of the Joint Center;
  - Meet deadlines consistently; and
  - Edit the work of others and help develop the research and writing skills of others.
- An Exceptional Public Speaker: The successful candidate will have experience with public speaking and interacting with the media.
- An Engaging Manager: The candidate will demonstrate an ability to build and engage a community of experts on diversity issues, commission research projects and manage external researchers, and manage internal policy analysts and research assistants as the program grows.
- Outstanding interpersonal skills and the ability to participate in teams, including a willingness to circulate widely, communicate openly, and listen to and learn from others.
- The successful candidate will embody the Joint Center’s cultural values, which include a commitment to the Joint Center’s mission, empowered Black communities, rigor and excellence, producing work that has the greatest positive impact on Black communities, constant feedback and growth, rest and self-care outside of work, collaboration and respect, and taking responsibility for and driving activities under the person’s portfolio.

## **HOW TO APPLY**

Interested applicants should send a cover letter, a resume, and a 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](mailto:recruiting@jointcenter.org) with “Technology Policy Senior Fellow” in the subject line. The deadline for submitting materials is July 9, 2020. No phone calls please.

## **JOB-TYPE, SALARY & BENEFITS**

This is a full-time, permanent 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.*