

# POLICY ANALYST



The Louisiana Budget Project is seeking a Policy Analyst to work on state and federal policy issues that affect low-income Louisianans. This is an exciting opportunity for someone with strong writing, research and interpersonal communications skills, and a deep interest in state policy issues. The successful candidate will work to promote social, racial and economic equity by conducting research, analyzing data, writing reports and blogs, and representing the organization in public forums.

The Louisiana Budget Project is an independent, 501c(3) nonprofit research and advocacy organization that monitors and reports on policies that affect low- to moderate-income Louisianans. We work collaboratively with communities and partner organizations to inform policy debates across a wide range of areas – including state budget, revenue, social and economic issues – with an eye to reducing poverty, promoting racial equity and widespread economic prosperity that allows all citizens to reach their highest potential.

## **PRIMARY FUNCTIONS AND TASKS:**

- Conduct research and analysis on policy options for helping low and moderate-income families meet their basic needs, and communicate that research in clear, compelling ways through reports, issue briefs, fact sheets, blog postings and public presentations.
- Represent the Louisiana Budget Project before constituency groups, policymakers and the news media through presentations, testimony, media interviews and other means.
- Monitor local, state, and federal policy issues and emerging trends by tracking state and national policy proposals, data sources and news stories in the Louisiana and national news media.
- Build and maintain strong relationships with elected officials, administrative staff, opinion leaders and allied community organizations.
- Support the work of coalition partners on state and federal policy issues impacting low-income families.
- Help foster and maintain a welcoming and inclusive environment for all individuals with regards to diversity, which may include geography, race, ethnicity, socioeconomic status, veteran status, religion, sexual orientation, gender or age.

## **SECONDARY FUNCTIONS AND TASKS**

- Assist in coordination and planning of meetings and events.
- Assist with developing communications strategy and messaging.

## **REQUIRED EDUCATION, EXPERIENCE AND SKILLS**

- Bachelor's degree or higher plus at least two years' experience in public policy, public finance, public administration or related field.

- Experience conducting public policy and/or fiscal analysis.
- Excellent writing ability and presentation skills.
- Data analysis skills, including proficiency with spreadsheets.
- Familiarity with legislative and/or budget processes at the state or federal level.
- Ability to meet deadlines, solve problems and juggle multiple tasks.
- Strong commitment to applying a racial equity lens to policy work.

**PREFERRED**

- Familiarity with Louisiana’s public policy environment, especially policies and programs that affect family economic security, and the organizations and coalitions that work in that environment.
- Familiarity with the legislative process and how research, communications, and outreach work together to shape public policy.
- Willingness and ability to travel throughout Louisiana.
- Skills in data visualization and mapping.

**ADDITIONAL INFORMATION**

- This is a full-time position that reports to the Policy Director. Candidates must be Louisiana residents or willing to relocate to Louisiana. Preference will be given to candidates who can work out of LBP’s main office in Baton Rouge.
- The salary range for this position is \$48,000 - \$55,000 per year, depending on experience and education.
- To apply, please email a cover letter, resume, and two writing samples to [jobs@labudget.org](mailto:jobs@labudget.org) by Monday, November 1, 2021 with “Policy Analyst” in the subject line.

The Louisiana Budget Project is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.