



Job Announcement: Policy Associate/Senior Policy Associate
Open until filled | Application review begins January 16, 2017

About EOI

The Economic Opportunity Institute's mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all. Our work involves high quality research, careful policy analysis and development, and strategic advocacy and public communications – all designed to develop pragmatic and innovative policy solutions that build long-term economic security for working families, primarily in Washington State.

Our Commitment to Racial Equity: To fulfill our mission, we must acknowledge the structural and institutional racism that manifests as ongoing and devastating economic, educational, health and other disparities facing our communities. EOI has recently convened a Race and Social Justice Workgroup to begin integrating a racial equity lens into our public policy research, communications and advocacy, internal governance, and external relations. We still have much to learn, and we will continue to reflect and act with courage, openness, and humility.

Equal Employment Opportunity Statement: EOI provides equal employment opportunity to all volunteers, employees and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical disability. Subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, EOI will make reasonable accommodations required by law to qualified individuals with disabilities.

Position Description and Key Responsibilities

Lead EOI's policy work on health care access and affordability, quality, and cost by working alongside communities and other stakeholders to:

- Conduct policy research and develop innovative policy solutions at the state and local level
- Disseminate findings in ways that are accessible to diverse audiences
- Promote systemic change through strategic advocacy

Centering communities: Cultivate partnerships with grassroots, worker-led, and POC-led organizations for the purpose of centering equity in both the policymaking process and policy solutions.

Coalition building and stakeholder engagement: Convene and participate in relevant coalitions, advisory boards, committees, and technical work groups at the national, state, and local level. Cultivate relationships with key stakeholders including elected officials, agency leadership, thought leaders, and private sector partners. Work with diverse stakeholder groups to identify key issues at the intersection of economic security, health care, and racial equity in Washington State.

Policy research, development, and advocacy: Monitor and analyze state and local trends in policy and industry as related to health policy. Conduct primary/secondary research and original policy analysis on key issues in

health policy. Develop innovative, progressive, equity-driven policy solutions in collaboration with stakeholders and community partners. Work with others to carry out administrative, legislative, and budget advocacy.

Communications: Work with Communications Director to prepare and publish briefs, blog posts, full-length reports and interactive media. As a representative of EOI, catalyze public discussion of issues and policy solutions through public presentations, media interviews, testifying to public bodies, campaign participation, etc.

Internships and supervision: Occasionally supervise the work, or portions of work, conducted by one or more interns.

Organizational development: Work with Development Director on grant proposals, RPFs, and annual reports. Attend staff and board meetings and participate in the ongoing development of the organization.

Required Experience/Qualifications

- An interest in progressive public policy issues surrounding economic opportunity and security, and enthusiasm for EOI's mission and organizational values.
- A commitment to racial equity, including an understanding of how race dynamics impact supervisory relationships, organizational culture, partnerships, campaigns and coalition work – and the ability to establish and/or deepen a racial justice approach to EOI's work in health policy.
- At least two years' experience in public policy advocacy or research and analysis (including campaigns, internships, fellowships, and graduate-level capstone projects).
- Excellent written and oral English-language communication skills – able to translate complex policy issue into accurate, clear and compelling publications designed for a variety of audiences. Willing to engage in public speaking.
- Strong computer skills, particularly with office applications such as Microsoft Word, Excel and PowerPoint.
- Proficiency in quantitative analysis and research methods, including basic knowledge of statistics and survey design.
- A friendly, approachable manner that creates positive connections with people. Ability to work independently as well as collaboratively among diverse groups of people.

Preferred Experience/Qualifications

- Bachelor of Arts or advanced degree in education, public policy, public health, social work or a related field.
- One or more years of professional experience within the health care system (e.g. community health worker, navigator, clinician, or administrator).
- Organizing experience, particularly in building or working within broad, cross-issue coalitions.
- Ability to speak fluently and author publications in a language in addition to English.
- Ability to work with large data sets; familiarity with state and national agency data sources.
- Strong organizational skills including attention to detail and ability to manage multiple assignments at once. Ability to meet deadlines, adapt to changes in pace of work, and prioritize tasks.
- Ability to coordinate personal transportation, with mileage reimbursement, when required by job duties/responsibilities (e.g. travel to Olympia during legislative session). Willingness to work out of EOI's downtown Seattle office.

Compensation

This is a full-time salaried position with a generous paid vacation and holiday package, medical and dental benefits, and a retirement plan. Policy Associate base salary is \$48,304; Senior Policy Associate base salary is \$58,304. Additional increments of pay for experience and education provided according to organizational salary scale as approved by EOI Board of Directors. Medical and dental benefits cover employee, spouse or domestic partner, and all dependents. EOI participates in a TIAA/CREF retirement savings plan whereby the employer contributes the equivalent of 10% of salary after one year of employment. Paid time off begins at 20 days in the first year of employment, with an additional 5 days/year accrued for every two years of service, up to a maximum of 30 days, plus the winter holiday week through the new year.

To Apply

No phone calls please. Please email your application package to John Burbank, Executive Director, at info@eoionline.org with "Application for Policy Associate" in the subject line. **Submit your application in PDF format as one file named with your first and last name (for example: Chris_Jones.pdf), to include:**

- 1) A resume (1-2 pages) and cover letter (1-2 pages) that specifies why you are interested in this position and how your experience, background and skills would help you succeed to this position.
- 2) A writing sample illustrating your ability to communicate about a complex policy issue for an interested – but not necessarily expert – audience. Individually authored submissions are preferred.
- 3) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

This position is open until filled. Applications will be reviewed on a rolling basis starting January 16, 2018.