



National Employment  
Law Project

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## Senior Policy Analyst

The National Employment Law Project is seeking a dynamic senior policy analyst to help build a national good jobs policy agenda and advocate for an economic recovery based on shared prosperity and full employment. The position offers an exciting opportunity to be part of a high-impact, high-visibility organization that is making a difference in the lives of millions of working families across the country.

**Background:** For more than forty years, the National Employment Law Project (NELP) has worked to restore the promise of economic opportunity for working families in America. In partnership with grassroots and national allies, NELP promotes policies to create living wage jobs, enforce hard-won workplace rights, and help unemployed workers regain their economic footing. We are one of the leading workers' rights organizations in the United States, providing policy models, research and education, legal analysis, technical assistance, communications, and support for organizing. To learn more about us, please visit our website at [www.nelp.org](http://www.nelp.org).

**The Position:** The Senior Policy Analyst will play a leading role in a new organization-wide initiative to develop a multi-year policy agenda focused on rebuilding living wage jobs in the US. With this initiative, our goal is to ensure that public policy is focused on establishing the incentives, regulations and investments needed to grow a 21<sup>st</sup> century economy based on good jobs, thriving industries and skilled workers. The candidate will work with NELP staff as well as national and local allies in identifying viable policy strategies and developing concrete campaigns at the federal, state and local level. A key task in this initiative will be to identify and leverage points of intersection with NELP's current work supporting wage theft, minimum wage, living wage, economic development and safety net campaigns.

Responsibilities will include:

- Leading policy research and development, starting with a new 2011 project on harnessing federal grants and contracts to improve wages and working conditions. The longer-term project is to identify the full range of public policies and programs that support the creation of living wage jobs in existing and new industries.
- Building and managing collaborations with allies, both in the policy development process and in launching viable campaigns.
- Developing and implementing applied research projects to support policy development and campaigns, drawing on government labor market data, academic research and industry trade press.
- Conceiving and authoring policy papers and research reports, and writing public testimony, op-eds and public education materials for campaigns

- Representing NELP at conferences, in the media and before policymakers
- Supervising research staff and coordinating the work of researchers at ally organizations collaborating with NELP
- As needed, contributing to grant proposal writing, project reporting, newsletters and drafting of web materials

**Qualifications:** NELP is seeking an experienced policy entrepreneur who has a demonstrated ability to advance new policy ideas using research to make the case for change – combining strong policy and research skills with a track record in real-world advocacy, coalition building and communications.

- A master’s degree or higher in public policy, economics, industrial relations, sociology or a related field.
- Eight or more years of work experience conducting policy analysis and research (with at least six years of post-graduate experience).
- Very strong grounding in public policy, labor market analysis, and workers’ rights; a background in labor economics will be especially valuable. Some exposure to public finance and grants programs would be a plus.
- Excellent research skills, including experience in designing and implementing research agendas to support policy campaigns; in labor market analysis; in industry studies and analyzing the economics of low-wage industries; and in summarizing the state of economic research on a particular issue.
- Experience working with ally stakeholders such as unions, worker centers, faith-based organizations, accountable development advocates, and others.
- Experience working with elected representatives, government officials and federal agencies.
- Demonstrated reputation in the jobs and economic justice world is preferred.
- Ability to work independently and creatively, and inspire and lead others.
- Excellent writing skills, including a portfolio of policy and research writing.
- Strong oral communication and media skills .
- Ability to supervise and coordinate the work of others.

**Start date and compensation:** We prefer to fill this position in our New York City office, but will consider qualified candidates who would work out of our Washington DC office. The position will start as soon as possible. Salary is based on NELP’s collectively bargained compensation scales and is competitive within the non-profit sector and commensurate with experience. Excellent benefits package.

**To apply:** Email cover letter, resume, three references, and three writing samples to [jobs@nelp.org](mailto:jobs@nelp.org), noting “Senior Policy Analyst—Application” in the subject line. If you have questions regarding this announcement, please forward those to [jobs@nelp.org](mailto:jobs@nelp.org), noting “Senior Policy Analyst—Application” in the subject line. No phone calls or other email inquiries please.

*NELP is a 501(c)(3) non-profit organization and an equal opportunity employer. Women, people of color, persons with disabilities, and members of the LGBT community are strongly encouraged to apply.*