



Position Announcement: Policy Analyst, United for A New Economy (UNE)

United for A New Economy (UNE) is seeking a **Policy Analyst** to conduct research, produce policy briefs and translate complex policy documents into accessible presentations, fact sheets and trainings for UNE grassroots leaders and community members.

Position Location: Denver Metro, Colorado

About UNE: United for a New Economy envisions vibrant, strong communities with the power to build an economic and political system where human lives are valued over profit and our common humanity triumphs over those that try to divide us by race and class. United for a New Economy builds people power for racial and economic justice so all Coloradans thrive. We do this by organizing in our communities across race, winning bold policy solutions for all, and building a multiracial voting majority that transforms the political system.

About the Position: The **Policy Analyst** is responsible for analyzing and advocating for local and state policies and communicating messages using traditional and digital media. The Policy Analyst will be part of a staff team who employ multiple strategies to accomplish the goals of UNE campaigns. They will recognize the role of race, income, age, immigration status, and other identities in shaping racial and economic disparities and use policy analysis and communications to advocate for more equitable policy solutions.

Responsibilities:

- Produce research briefs and policy papers on economic justice issues that illustrate the meaning of the data to a variety of audiences including members, policymakers, reporters, and allies
- Translate complex policy documents into accessible presentations, fact sheets, and trainings for UNE grassroots leaders and community members
- Lead the coordination, planning and execution of UNE's policy research including:
 - Developing research plans and timelines to support campaign goals
 - Identifying target policies and practices for potential campaigns
 - Conducting corporate research to identify strategic campaign targets
 - Coordinate and work with outside academics or contractors on research projects
 - Lead UNE's in-house research including vetting research requests and supervising interns
- Monitor and participate in governmental, coalition and public meetings including lobbying, presenting research and testifying before committees
- Write press advisories, press releases, and op-eds as needed for UNE campaigns
- Identify and organize appropriate data points for use by UNE staff and grassroots leaders in media interviews and speaking in public forums

- Apply a critical lens to all research, with an emphasis on the disproportionate harm experienced by those who have been consistently marginalized including low-income, people of color (POC) and immigrant populations
- Recognize how your own identities show up in the work; welcome, reflect on, and act on feedback with an eye toward continuous learning about race, class and other lines of difference

Desired Qualifications:

- 2+ years of experience in policy analysis and advocacy around social, and economic justice issues
- Excellent communications skills and the ability to quickly draft sharp, persuasive and well-messaged copy for a variety of audiences (Bilingual Spanish/English or experience creating content in multiple languages preferred)
- Expertise in a range of research methods, including the different ways they can be leveraged in different campaign contexts
- Familiarity with Google Workspace (Slides, Sheets, Docs)
- Vendor management a plus (Ex. contract researchers, graphic designers, etc..)
- Proven ability to work collaboratively as part of a team
- Capable of compiling data and information into concise reports upon request
- Excellent organizational skills, self-motivator, and ability to drive projects to completion
- Discipline and ability to work effectively in a highly unstructured environment
- Desire to learn and openness to feedback
- Demonstrated commitment to racial and economic justice

The Policy Analyst will be based out of UNE’s physical office in Commerce City, Colorado. The Policy Analyst must have access to a car during working hours and is required to work occasional evening and weekend hours.

Compensation: UNE is committed to racial and gender equity. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary and benefits system. The starting salary for this position is \$60,000. UNE gives uniform annual salary increases effective on the anniversary of the employee’s date of hire.

UNE provides a competitive benefits package:

- UNE pays 100% of premiums for family health, dental, and vision;
- Generous paid time off including holidays, vacation and personal holidays;
- Employer-matched retirement;
- Paid family leave and paid sick leave;
- Monthly cell phone stipend;
- Hybrid work environment

How to Apply: Interested applicants should send (1) cover letter/email, (2) resume, (3) three professional references and (4) writing sample highlighting policy analysis skills to Desiree Westlund, Deputy Director: jobs@unecolorado.org

No phone calls, please. Applications will be accepted until the position is filled.

UNE is an Equal Employment Opportunity employer. People of color, women, individuals with disabilities and members of the LGBTQ+ community are Strongly Encouraged to Apply.