JOB ANNOUNCEMENT

JOB TITLE: Senior Policy Associate/Policy Associate

REPORTS TO: Executive Director, Economic Opportunity Institute (EOI)

LOCATION: Seattle, Washington

GENERAL DESCRIPTION: Conduct public policy research, disseminate findings to diverse audiences, and promote public policy change related to one or more of EOI’s policy areas, including: education (early learning, K-12 and higher education), economic mobility, and the Washington state economy.

ABOUT EOI: The Economic Opportunity Institute is a nonprofit public policy center; our 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, coalition-building, and public communications, designed to develop pragmatic and innovative policy solutions that build long-term economic security for working families, primarily in Washington.

RESPONSIBILITIES:

1. Conduct original and secondary research and work with stakeholder groups to identify key issues and develop pragmatic and progressive public policy proposals that: enhance early learning, K-12, and higher education (including public funding for these areas); foster and improve upward economic mobility (particularly for people of color, women, immigrants and other traditionally disadvantaged communities); and promote vibrant and equitable economic growth in Washington.

2. Working with EOI communications staff, prepare and publish reports, briefs, fact sheets and other publications related to the issue areas noted above. Catalyze public discussion on these issue areas, via public presentations, interviews with local media, etc.

3. Initiate, participate and provide technical advice and assistance for stakeholder groups working to advance related local and state public policy proposals, both in Washington and other states.
4. Represent EOI to stakeholders, legislators, and the media at events, meetings, and public hearings. Carry out professional and legislative advocacy to advance policy objectives.

5. Occasionally supervise the work, or portions of work, being completed by one or more EOI interns.

REQUIRED QUALIFICATIONS:

• Masters degree in economics, public policy, public administration, or a related fields or equivalent
• Two to five years’ experience in public policy advocacy, research, or analysis
• Strong skills in policy and economic analysis
• Excellent written and oral communication skills
• Internet and computer fluency
• Confidence in public speaking
• Ability to work well both independently and collaboratively
• Ability to work with diverse groups of people

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 $45,000; Senior Policy Associate base salary is $55,000; additional increments may apply, depending on previous applicable experience and education, according to established salary scale. Medical and dental benefits cover employee, spouse and all dependents. EOI contributes the equivalent of 10% of salary to a retirement fund after one year of employment. Paid time off begins at 4 weeks during the first year, with increases every other year until the 5th year of employment.

TO APPLY:

Please email letter of interest and resume as a single PDF document to John Burbank at info@eoionline.org. The letter of interest should specifically address how your skills and experience relate to the desired qualifications and responsibilities of the position.

This position is open until filled. Applications will be reviewed on a rolling basis.