



## POSITION ANNOUNCEMENT

**POSITION:** Senior Policy Analyst                      **OPEN:**                      Immediately  
Immigration Policy Project

**LOCATION:** Washington, DC                      **CLOSING:**                      Until filled

**CONTACT:** Darcy Eischens                      **SALARY:**                      Commensurate with experience

### BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, NCLR provides capacity-building assistance to its Affiliates who work at the state and local levels to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

### DESCRIPTION

NCLR is seeking a Senior Policy Analyst for its Immigration Policy Project. Based in Washington, DC, this position is housed in the Office of Research, Advocacy, and Legislation (ORAL) and reports to the Deputy Vice President. NCLR's Immigration Policy Project conducts research, policy analysis, advocacy, and communications activities to advance effective and humane immigration policies. These policies include workable legal immigration channels that uphold family unity and protect workers' rights, successful immigrant integration strategies that promote legalization and citizenship, and reforms necessary to improve the current immigration system.

The Senior Policy Analyst is responsible for helping to develop NCLR's immigration policy agenda and carrying out advocacy activities, including conducting policy and legislative analyses, as well as communications and coalition-building to advance immigration policy

priorities. The Senior Policy Analyst will be responsible for managing and coordinating field campaign activities, and providing information and support to NCLR leadership, staff, and Affiliate Network. The Senior Policy Analyst will serve as a spokesperson for the project, from providing expert testimony to Congress to participating in media interviews. The Senior Policy Analyst will also assist in fundraising, managing budgets, and supervising staff as appropriate.

NCLR's immigration policy team is collaborative, working with other teams internally and partners and allies externally. NCLR offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and utilize multiple methods (i.e., research, lobbying, etc.) in order to understand specific issues and the larger interrelated systems.

## **RESPONSIBILITIES**

- Develop a concrete, cohesive, and strategic policy agenda, and implement related activities and tactics to advance policy priorities in Congress and within administrative agencies.
- Conduct policy and legislative analyses on immigration policy measures; develop briefing memoranda and other publishable material that demonstrate and share policy expertise and information with organizational leaders and core audiences.
- Play a leadership role in coalition tables, helping to develop strategies and alignment to advance immigration policy advocacy goals.
- Serve as a spokesperson and represent NCLR's immigration policy team, sharing perspective and information with NCLR leaders, Affiliates, coalition tables, the administration, Congress and relevant agencies, and with external partners and the media.
- Develop field campaigns, working with other NCLR teams to generate grassroots and grassroots action in support of immigration policy advocacy efforts.
- Plan and implement public events and conferences, as well as media and Capitol Hill briefings in support of immigration policy advocacy efforts.
- Develop collateral advocacy materials (tool kits, fact sheets, position statements, etc.) to support immigration policy and advocacy activities.
- Help develop and oversee a fundraising strategy for NCLR's Immigration Policy Project; manage project reporting and budgets.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree (master's preferred); at least five years of relevant experience required.
- Knowledge of immigration policy, including the legislative, administrative, and regulatory processes.
- Proven coalition-building skills.
- Excellent communication skills, both oral and written.
- Ability to work as part of a team and lead groups of peers, including monitoring work plan progress, and keeping projects on track.
- Solid track record producing a variety of materials, including fact sheets, issue briefs, blogs, op-eds, and talking points.
- High degree of initiative and ability to work under tight deadlines with minimal supervision.
- Experience with grant writing and reports, as well as a willingness to identify and pursue new

sources of funding.

- Willingness to carry out a wide range of activities, including professional and logistical tasks.
- Bilingual (English/Spanish) preferred.
- Commitment to NCLR's mission and goals.

*Please note:* Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity. Please include "Senior Policy Analyst, Immigration Project" in the subject line of any email submissions.

**SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:**

National Council of La Raza  
Raul Yzaguirre Building  
Attn: Darcy Eischens  
1126 16th Street, NW, Suite 600  
Washington, DC 20036-4845  
Fax: (202) 776-1794  
[oral-admin@nclr.org](mailto:oral-admin@nclr.org)

***No phone calls please.***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*