

Policy Associate Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description:

The Policy Associate will play an integral role in building out capacity for Latina Institute's federal advocacy efforts to protect the reproductive health and rights of Latinas/xs. In this role, the Policy Associate will assist the Government Relations team with coordination and logistics of events, meetings, and federal advocacy efforts; will research and develop written government relations materials; and will assist the Senior Director of Government Relations and Director of Government Relations with maintaining internal recordkeeping processes; amongst other duties. The person in this position will be expected to work within the Government Relations team, across the organization, and with external partners under the direction of the Director of Government Relations.

The Policy Associate will report to the Director of Government Relations.

Location: Washington, D.C.

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this role, you must be based in Washington, D.C and be able to travel to various locations, including, to work from and participate in in-person events, meetings, and other activities.

Employee Status: Full Time, Exempt

40 hours per week, typically Monday through Friday, but this may be subject to change depending on program needs.

Responsibilities include (but are not limited to):

Administrative Responsibilities

- Assist with organization, scheduling, and technical and logistical support of webinars/trainings, conferences, events, and meetings.
- Assist Senior Policy Analyst and Director of Government Relations with coordination and logistical support of coalitions and policy tables that the federal GR team leads.
- Assist Director of Government Relations with maintenance of government relations databases, Politico and Congress Plus.

- Assist Director of Government Relations with maintenance of internal tracking processes.

Government Relations, Policy Analysis, and Advocacy Responsibilities

- Track relevant issues at the federal level, including legislation, regulations, and executive actions.
- Attend events, meetings, and webinars as assigned.
- Research and draft government relations and policy materials as assigned.
- Serve as staff lead on select policy issues and coalitions as assigned.
- Research and maintain data, statistics, and polling on federal policy priorities.

Internal Responsibilities

- Track and record all lobbying efforts in a timely manner.
- Develop internal workplans, track progress towards goals, and report activities and outcomes with key members of the Latina Institute team.

Cross Departmental and Supervisory Responsibilities

- Liaise with other departments as needed.

Additional Responsibilities

- Ability to travel 5% of the time.
- Other duties as assigned.

What You Will Need to Be Successful:

- Associate or bachelor's degree from an accredited college or university.
- Strong research and writing skills.
- Strong project management skills with a results-driven approach.
- Must be able to balance competing priorities and deadlines.
- Ability to develop and manage positive working relationships across all functional lines of the organization and with coalition partners.
- Demonstrated commitment to reproductive justice, civil rights, or social justice issues.
- Understanding of legislative and administrative advocacy processes is a plus.
- Understanding of sexual and reproductive health care policy issues is a plus.

Salary Range: \$55,000 - \$65,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional wellness/development

Benefits: The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Application Procedure: Please send your resume, cover letter and an unedited, one page writing sample on a reproductive justice or social justice issue via e-mail to humanresources@latinainstitute.org. Please include in the subject line: **Applicant – Policy Associate**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.