



Policy Analyst, Immigrant Health and Coverage Job Description

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

Position Description: Latina Institute seeks a Policy Analyst, Immigrant Health and Coverage to help promote a federal policy agenda designed to protect and advance the sexual and reproductive health and rights of Latina/es. The Policy Analyst, Immigrant Health and Coverage will lead and be responsible for advancing policies that improve immigrant access to health care and coverage. As such, the Policy Analyst, Immigrant Health and Coverage must have a deep understanding of nuanced public policies, programs, projects and studies affecting our communities and be able to develop policy solutions that center our communities. The Policy Analyst, Immigrant Health and Coverage must incorporate a reproductive justice lens when assessing Latina Institute's engagement and promoting Latina Institute's policy positions across issues pertaining to access to health care and coverage for immigrants. The Policy Analyst, Immigrant Health and Coverage will be supervised by and report to the Director of Government Relations in our Washington, D.C. office. The person in this position will work as an integral member of the Government Relations Department and in coalitions with movement partners.

Location: Washington, D.C, Maryland, or Virginia (DMV Area)

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be based in Washington, D.C, Maryland, or Virginia (DMV Area) and be able to travel to various locations around the country — including the D.C. office at least once a week— to work from and participate in in-person events, meetings, conferences and complete required activities or tasks.

Employee Status: Full Time, Exempt, 40 hours per week, typically Monday – Friday, typically 8am – 6pm EST

Job Duties Breakdown:

- ~50% - Policy Analysis and Writing
- ~40% - Government Relations and Partnerships
- ~10% - Administrative Support

Responsibilities include (but are not limited to):

Policy Analysis and Writing:

- Works with the Director of Government Relations to advance Latina Institute's immigrant access to health care and coverage policy priorities through legislation, regulations and other policy efforts.
- Conducts federal legislative analysis and develops solutions that are community informed.
- Prepares federal policy briefs, fact sheets, legislative recommendation memos, and all other policy publications related to immigrant access to health care and coverage.
- Provides technical assistance to policy teams related to immigrant access to health care and coverage.
- Identifies priority national policy trends, data, and advocacy opportunities to key Latina Institute departments.

Government Relations and Partnerships:

- Serves as key point person and expert with Congressional staff, coalition partners, and other stakeholders to advance policies and legislation of Latina Institute's immigrant access to health care and coverage.
- Initiates and maintains relationships with members of Congress and their staff and executive branch officials and their staff to provide input into priorities and to build support for Latina Institute's priority issues in Congress and the Administration.
- Coordinates and participates in meetings with members of Congress, state legislators, staffers, and colleagues in the field of immigration and sexual and reproductive health.
- Collaborates with coalition and movement partners to determine movement positions on priority issues as appropriate.
- Collaborates with Latina Institute's national and state field teams to design and implement national advocacy campaigns.
- Conducts trainings and presentations on behalf of Latina Institute as policy expert at national and local conferences and events.

Administrative:

- Tracks and records all lobbying efforts in a timely manner.
- Develops internal workplans, track progress towards goals, and report activities and outcomes with key members of the Latina Institute team.
- Collaborates and maintains government relations databases, Politico and Quorum.
- Other duties as assigned.

What You Will Need to Be Successful:

- Bachelor's Degree from accredited college or university.
- At minimum 2 years of experience in federal and/or state government relations.

- At minimum 2 years of experience in legislative and administrative policy development and advocacy experience in a nonprofit advocacy organization.
- Experience in coalition building and building relationships with a variety of stakeholders a must.
- Excellent analytical, writing, speaking and advocacy skills.
- Outstanding organizational and communications skills, including ability to work independently and as part of a team with staff at all levels.
- Ability to manage multiple tasks efficiently and remain composed and focused under pressure.
- Demonstrated ability to use an intersectionality framework to advance policy solutions.
- Experience on Capitol Hill a plus.
- Ability to work collaboratively in a fast-paced environment and adapt to change as necessary.
- Demonstrated commitment to reproductive freedom, immigrant women's rights, social justice, and Latine civil rights.

Salary Range: \$65,000-\$75,000 based on experience.

Our comprehensive package of benefits includes:

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

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 and cover letter that answers the following questions, via email to jobs@latinainstitute.org. Please include the subject line:

Applicant – Policy Analyst, Immigrant Health and Coverage

1. What do our core values salud, dignidad y justicia mean to you?
2. Tell us: How do you incorporate an intersectional framework as it relates to policy and advocacy?

National Latina Institute for Reproductive Justice is an equal opportunity employer. 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.

