



Policy Research Analyst
Job Opportunities Task Force - Baltimore, MD

Mission of the Job Opportunities Task Force (JOTF):

To develop and advocate policies and programs to increase the skills, job opportunities and incomes of low-wage workers and job seekers in Maryland.

Position Description:

The Policy Research Analyst leads the work that supports JOTF's broader advocacy agenda. The Policy Research Analyst conducts research and writes reports on a wide range of issues facing Maryland job-seekers and employers. Topics include access to education, work supports, job quality, workplace policies and barriers to employment such as transportation and criminal records. The Policy Research Analyst plays a lead role in advancing JOTF's portfolio of written research and recommending policy and program solutions based on best practices.

Responsibilities:

- Develop JOTF's research agenda in coordination with internal and external stakeholders
- Conduct topical research and analysis, with a focus on workforce development, workplace policies and barriers to employment
- Write and edit high-quality reports, issue briefs, policy memos, testimony and other advocacy material for diverse audiences
- Actively support the JOTF policy agenda by conducting applied research, as needed
- Maintain up-to-date knowledge of issues within the JOTF portfolio and related policy trends
- Develop and maintain collaborative research partnerships
- Organize and present at public forums to promote JOTF's research and policy priorities
- Contribute to grant proposals and reports
- Other duties as assigned

Requirements:

- Excellent written and oral communication skills, including technical writing and public speaking
- Ability to research and analyze problems and propose policy solutions
- Good interpersonal skills, and ability to relate effectively with diverse populations
- Basic quantitative skills including data analysis and charting
- Familiarity with policy trends on issues facing disadvantaged Marylanders, especially employment-related challenges of low-skill men and women and the workforce needs of employers
- Must be organized, detail oriented and have the ability to work in both a team setting and individually
- Demonstrated ability to handle multiple priorities simultaneously and meet deadlines
- Experience with fact checking and quick turn-around research tasks a plus
- Master's degree with proven research ability required.

- At least three years' experience in workforce development, public policy, economic development or related fields preferred.

Position Details:

This is a full-time, permanent position. Work will be based out of our downtown Baltimore office during regular business hours, with some off-site meetings and occasional after-hours or weekend events. The ideal candidate will be able to provide his/her own transportation for travel to meetings around the state, community events and to Annapolis during the legislative session. Downtown parking and reimbursement for business travel are included.

The Policy Research Analyst reports to JOTF's Executive Director and works closely with other policy and program staff.

Compensation:

This is a full-time position. Salary range is \$50,000 - \$52,000, commensurate with experience. JOTF offers a competitive benefits package including health insurance, matched 403(b) and paid leave.

JOTF is an equal opportunity employer and does not discriminate on the basis of race, creed, color, religion, gender, gender identity, sexual orientation, national origin, marital status, religious or political affiliation or any other classification considered discriminatory under applicable law. We strongly encourage all to apply.

For background information about the Job Opportunities Task Force, see our website at www.jotf.org.

To Apply:

Send a cover letter, resume, and two short writing samples (no longer than 2 pages each), and type **"Policy Research Analyst"** in the subject line:

Electronically: resumes@jotf.org

Or Via Mail: Administrative Coordinator
Job Opportunities Task Force
217 E. Redwood Street, Suite 1500
Baltimore, MD 21202

Closing Date for Applications: April 10, 2017