



Job Announcement

POLICY ANALYST

Oklahoma Policy Institute is seeking to hire a highly qualified policy analyst.

Primary responsibilities of the position will be to:

- Conduct research and analysis on state policy issues, with a particular focus on budget and tax policies and policies affecting economic opportunity, poverty, health, and financial security;
- Prepare, write and disseminate quality research-based issue briefs, fact sheets, opinion articles, blog posts, e-mail alerts and other materials.

Additional responsibilities include:

- Prepare and conduct oral presentations and briefings for policymakers, community organizations, and educational groups;
- Help convene policy forums and roundtables on various issues with diverse groups of stakeholders;
- Assist in developing and maintaining Website and social networking information;
- Monitor and help develop responses to Legislative, Executive and agency policy developments;
- Assist with grant preparation and fundraising efforts.

Candidates should have:

- Experience analyzing fiscal, economic and social policy issues at the state level within the legislative or executive branch or an advocacy organization;
- Outstanding writing skills, including the ability to write effectively for diverse audiences;
- Strong research skills, including some familiarity with statistics and quantitative methods;
- Ability to communicate effectively both one-on-one and in public presentations;
- Ability to manage complex projects with minimal supervision;
- Strong computer experience, including Excel, PowerPoint, Publisher, and Word, and website management.

Qualified candidates should have graduate training in public administration, public finance, economics, political science, or related field, or a professional degree.

Salary is commensurate with experience and includes health and retirement benefits.

The position may be based in either the Tulsa or Oklahoma City metropolitan areas.

To apply for this position: Please e-mail a resume, along with a cover message addressed to David Blatt explaining your interest in the position, and two writing samples reflecting writing for different audiences to:

jobs@okpolicy.org

Deadline for applications is December 13, 2010

Oklahoma Policy Institute provides timely and credible information, analysis and ideas on state policy issues. Our core commitments are to the adequate, fair and fiscally responsible funding of public services, and to an economy that provides shared prosperity through increased economic opportunity and financial security for all. For more information, please visit: www.okpolicy.org