



OKPOLICY.ORG

Oklahoma Policy Institute

Job Announcement

POLICY ANALYST

Oklahoma Policy Institute (OK Policy) is seeking an experienced and effective policy analyst to conduct research and analysis primarily on issues of economic opportunity and financial security affecting low- and moderate-income Oklahomans. The position will also involve substantial work with the Oklahoma Assets Network, a statewide coalition of individuals and organizations led by OK Policy working to build stronger financial foundations for all Oklahomans.

1. Primary Duties and Responsibilities will include:

- Conduct research and analysis on state policy issues, with a particular focus on economic opportunity, financial security, inequality and disparities;
- Prepare, write and disseminate high-quality research-based issue briefs, fact sheets, opinion articles, blog posts, e-mail alerts and other materials;
- Direct the Oklahoma Assets Network, which includes:
 - developing and maintaining effective relations with local members and national partners;
 - promoting the recruitment and engagement of diverse coalition members through meetings, trainings and written communication;
 - collaborating with and guiding coalition members in developing a coalition action plan;
- Prepare and conduct presentations and briefings for policymakers, community organizations, and educational groups;

2. Secondary Duties and Responsibilities may include:

- Monitor and help develop strategic responses to Legislative, Executive and agency policy developments;
- Assist with developing and implementing strategies for grassroots issue campaigns and media outreach;
- Participate in developing the organization's policy priorities;
- Assist in hiring and supervision of student interns, research fellows and volunteers;
- Grant preparation and reporting.

Qualifications:

- A minimum of a Bachelor's Degree in public administration, public finance, economics, political science, or related field, or a professional degree;
- Significant work or academic experience conducting research on economic or social policy issues;
- Outstanding writing skills, including the ability to write effectively for diverse audiences;
- Strong research skills. Some familiarity with statistics and quantitative methods preferred;

- Experience organizing complex projects involving a diverse group of partners and stakeholders;
- Familiarity with the Oklahoma policy environment, including public agencies, interest groups, and the state Legislature;
- Ability to communicate effectively one-on-one, in group settings, and in public presentations;
- Strong computer experience, including word processing, spreadsheets, desktop publishing, website and email management, project management tools, and social media.

This is a full-time position. Salary is commensurate with experience. OK Policy offers excellent benefits, including health insurance, dental insurance, retirement, and generous vacation, leave, and holidays.

The position may be based in Tulsa or in the Oklahoma City metropolitan area. Candidates based outside of Tulsa should be able to travel at least monthly to Tulsa.

To apply for this position: **Please e-mail a cover letter, resume, and two writing samples by COB Monday, August 24, 2015 to jobs@okpolicy.org** (indicate Policy Analyst in the subject line). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. Please also include your salary expectations. The two writing samples should total no more than 25 pages, preferably written for different audiences.

Oklahoma Policy Institute is a non-partisan, non-profit organization that believes that Oklahoma can be a great state, one that ensures prosperity for all our citizens through good schools, good jobs, good health and strong communities. To make the best policy decisions that lead us to this better future, policymakers and citizens need reliable, factual information. We provide the facts and advocate for fair and responsible public policies. You can learn more about OK Policy at <http://okpolicy.org>

OK Policy is fully committed to cultural diversity and equal employment opportunity. It is our procedure to make employment opportunities available to a wide-range of diverse individuals without regard to race, creed, color, national origin, sex, age, disability, HIV status, any condition defined under the Americans with Disabilities Act ("ADA"), marital or parental status, sexual orientation, gender identity, or citizenship status.