

Policy Analyst Job Posting

The Oregon Center for Public Policy (OCPP or “the Center”) is hiring a Policy Analyst to join the Center’s professional staff. We seek someone with strong analytical skills and the ability to communicate information effectively.

About the Oregon Center for Public Policy

We envision a just and equitable society in which all Oregonians — no matter their race, gender, age, sexual orientation, ability level, or place of origin — are economically secure.

We have much work to do to realize this vision. Many Oregonians struggle to meet their basic needs like food and housing. And while the pain is widespread, Black, Indigenous, Latino, and other Oregonians of color face entrenched barriers to their economic success. These outcomes are the result of past and present-day policies designed to benefit wealthy elites and big corporations while excluding specific communities.

The only way to create an Oregon where everyone can be secure and thrive is to change the rules that govern the economy. We need public policies that break the stranglehold the rich and powerful have over the system, reforms that ensure the benefits of the economy flow broadly. And to do that, timely and accurate information is essential. Oregonians need to understand how the rich and powerful have rigged the economy and which public policies can ensure that all Oregonians — Black, brown, and white — can live in dignity.

That is why the Oregon Center for Public Policy exists. We research and analyze tax, budget, and economic policy. We explain the structural challenges facing Oregonians and the solutions to those problems. We disseminate our work widely and encourage advocates and lawmakers to take action. And we collaborate with community-based organizations, labor groups, the faith community, immigrant rights groups, and others seeking to advance economic and racial justice. Through research, communication, collaboration, and advocacy, we change policies so all Oregonians can thrive.

Additional information about OCPP is available at www.ocpp.org.

Job description

The Policy Analyst will participate in the organization's research and analysis of tax, budget, and economic policies and dissemination of that research and analysis. The work could span a range of issues such as the adequacy and fairness of state government’s revenue structures, state budgets and their impact on vulnerable populations, unemployment insurance policies, income supports for workers paid low wages, the labor market, income and wage trends, hunger and food insecurity, the effectiveness of tax expenditures and economic development incentives, and climate policies relevant to economic security. On occasion, work may also include federal policy issues.

This is a full-time exempt position reporting to the Executive Director.

Duties

- Analyzing social and economic data to identify the impact of public policies on historically under-resourced communities, and low- and middle-income Oregonians.
- Research and prepare major reports and analyses on key state fiscal policy issues.
- Editing and fact-checking reports authored by other staff.
- Develop written analyses and graphic presentations of findings and present them to federal, state and local constituency groups, policymakers, and the media.
- Collaborating with allied organizations on policy campaigns.
- Other duties as assigned.

Required skills and experience

- Demonstrated commitment to economic and racial justice, and willingness to participate in ongoing internal and external anti-racist work.
- Experience in policy analysis and research, including familiarity with state and federal data sources.
- Excellent quantitative analytical skills.
- Strong written and verbal communication skills.
- Experience with statistical analysis and statistical software (such as Stata or r).
- Expertise with spreadsheets and word processing systems, including the generation of graphs and other charts.
- Experience managing projects and the ability to work with multiple projects, priorities, and deadlines.
- Ability to communicate complex information to a variety of audiences.
- Ability to work independently and as part of a team; ability to prioritize tasks.

Desired, but not required

- Experience working with qualitative data.
- Experience working with underserved populations or in culturally specific settings.
- Substantive knowledge in one or more of the policy areas addressed by OCPP.
- Experience using Tableau, GIS, or other mapping and visualization programs.
- Experience working in policy campaigns, political campaigns, or with a legislative body.

Professional development

This position comes with opportunities for professional development. We encourage and assist staff members in learning new skills, and each employee has an annual professional development budget. Also, staff members have the opportunity to interact with experts and colleagues from two national networks.

Compensation

This is a full-time, exempt position. The salary range is \$60,000 - \$70,000. OCPP's benefits package includes retirement contributions, family health, dental, and vision coverage, an Employee Assistance Program, paid family leave, cell phone and internet stipends, and a sabbatical. Flexible work schedules, including telework, are available.

COVID response

OCPP is dedicated to ensuring the health and safety of its staff. Organizational policy requires all staff to be vaccinated for COVID-19. Prior to extending an offer of employment, the selected candidate will be asked to show proof of vaccination. In response to the ongoing COVID-19 pandemic, employees are free to work fully remote, but also have the option to coordinate with other staff to make use of the office, following safety guidelines.

For staff who choose to work remotely, OCPP will work with you to ensure you have reasonable furniture and supplies needed for your home office. Additionally, staff receive a cell phone and internet stipend, to supplement the additional costs of working remotely.

Mental health in light of this continuing crisis is also a top priority. Throughout the pandemic, all staff has received two additional paid holidays per month to help alleviate burnout. OCPP has also contracted with an Employee Assistance Program that provides staff with many benefits, including additional access to mental health care on top of that provided by our health insurer. Our response to this crisis is ongoing and evolving as circumstances change, but creating meaningful support for staff is an organizational priority.

To apply:

Please submit a resume and cover letter by filling out this Google form:

<https://forms.gle/XKft2y61TvhcgkST6>.

The cover letter should highlight your experience analyzing public policies and communicating the results of that analysis, as well as your commitment to advancing racial equity. The cover letter should not exceed two pages.

Applicants selected for interviews will be asked to supply a writing sample and conduct a statistical analysis.

Questions can be sent to info@ocpp.org; no phone calls, please.

Deadline/timeline:

Candidates are encouraged to apply as soon as possible. Applications will be reviewed starting on October 12, 2021, but applications will be continuously reviewed until the position is filled.

Non-discrimination and equal opportunity statement

The Oregon Center for Public Policy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and

vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and community partners.

The Oregon Center for Public Policy is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.