Research and Policy Analyst

Job Title: Research and Policy Analyst
Classification: Exempt
Position Type: Full Time
Starting Salary: $65,000 – $72,000

Imagine if every Coloradan, no matter their gender, where they live, the color of their skin or the country of their heritage, were able to afford housing, food, clothing, health care and other essentials — all while building financial security for the future.

Imagine if quality, affordable health care were available throughout the state, so that all Coloradans could get the care they need without risking financial ruin.

Imagine if all Coloradans could get the education or skills training they needed to achieve economic security and live happy and productive lives.

Colorado Center on Law and Policy (CCLP) is a non-partisan, nonprofit advocacy organization dedicated to the vision that every Coloradan should have what they need to succeed. For 25 years CCLP has stood with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy.

- **Our Focus Areas**: Food, Health, Housing, and Income
- **Our Core Values**: Equity, Integrity, Strategic Advocacy, Collaboration, and Community Engagement

Learn more about us at **copolicy.org**.

Position Summary

The Research and Policy Analyst will advance CCLP's mission focus areas of housing and income, ensuring Colorado has tax and workforce policies that support those in low-wage jobs or who are unable to work, as well as advocating for all Coloradans to have access to stable, affordable housing. In addition, the Analyst will work across all program areas to provide research and data analysis to support and lift up Coloradans living in poverty.

This position reports to the Income and Housing Policy Director and is an integral part of the program team. The Research and Policy Analyst will work closely with team members to support our anti-poverty agenda.

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1

CCLP

Essential Functions

- Contribute to CCLP's policy, advocacy and research work in support of our anti-poverty agenda, with a particular focus on the issues of tax policy, workforce development and housing.
- Conduct qualitative and quantitative research and data analysis on a range of issues that affect low-income Coloradans. Compile and analyze data from federal and state sources like the U.S. Census Bureau and program administrative data.
- Engage with community members and organizations to ensure that our policy work is informed by and responsive to the needs of those most affected.
- Develop, disseminate and present research briefs, policy analyses, blog articles, infographic content, and similar work products for a range of audiences including partners, policymakers, and affected communities.
- Represent CCLP in public meetings, partnerships and coalitions that center on income and housing-related issues and advocate consistently for CCLP's vision, mission, and core values.
- Collaborate with colleagues within CCLP in monitoring and analyzing policies in all areas of our work.
- Participate in organization-wide activities including race equity trainings, strategic planning, and fundraising.

Knowledge and Skills Required

- Comfortable and confident conducting qualitative or quantitative research and policy analysis using state and federal data sources.
- Minimum 2 years of s experience with research, writing or advocacy in a related field is preferred.
- Commitment to CCLP's vision and mission and to advancing racial, class, and gender equity in Colorado.
- Excellent writing skills for creating reports, issue briefs, blogs, and other materials that distill complex data and/or analysis into accessible talking points that are understandable to a range of audiences.
- Proficiency in working with large data sets, such as public microdata from the US Census Bureau and conducting quantitative analysis using statistical software, geographic information systems, or spreadsheets is a plus.
- Lived experience or prior work with communities affected by historic and ongoing racial, class, and/or gender oppression is a plus.
- Familiarity with state and federal policymaking in the areas of tax policy, workforce development or housing is preferred.
- Strong interpersonal skills for building and maintaining relationships with diverse individuals and organizations.

- Ability to work independently and collaboratively, and to manage multiple projects and deadlines simultaneously.

Physical Requirements

- Prolonged periods working on a computer.
- Occasional local travel.

Work Environment

CCLP provides a dedicated workstation, computer, and height-adjustable desks in the office setting. Currently remote work is possible when office presence is not required for business operations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Benefits

CCLP offers a competitive benefit package which includes but is not limited to the following: Paid Holidays; Unlimited Paid Leave and Other Paid Leave; Disability; Life Insurance; Employee Loan Solution; Financial Planning and Advisement; access to group plans for: Health, Dental, Vision Insurance, Health Savings Account, Flexible Spending Account, and Retirement Plan – 403b and Roth options. For those interested in employing their existing Spanish language skills for the advancement of the mission and vision of Colorado Center on Law and Policy (CCLP), additional compensation may be considered.

To Apply

To be considered for this position, please submit a cover letter, resume, and writing sample to CCLP via email to info@copolicy.org and include Research and Policy Analyst in the subject line. Applicants will be reviewed as they are received, and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.