

The Leadership Conference on Civil and Human Rights

The Leadership Conference Education Fund

**Policy Analyst**  
Exempt

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership to promote and protect the rights of all persons in the United States. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. For more information on The Leadership Conference and its 200-plus member organizations, visit [www.civilrights.org](http://www.civilrights.org).

The Leadership Conference Education Fund builds public will for federal, state, and local policies that promote and protect the civil and human rights of all persons in the United States. The Education Fund's campaigns inform, educate, empower and mobilize leaders and advocates around the country to push for progressive change in the United States.

The Leadership Conference and The Education Fund are seeking a **Policy Analyst** to focus on federal policies to achieve educational equity, justice reform, and other subjects, as assigned. This position will have the opportunity to work with national staff of leading civil rights organizations and will be an integral member of our internal education team and other subject matter teams collaborating with our communications, campaigns and program, and field staff to maximize our potential to educate about and advocate for our coalition priorities.

**Skills and Qualifications**

The job requires a demonstrated commitment to civil and human rights for all persons in the United States; a desire and ability to speak and write fluently about barriers confronting people of color, people with disabilities, English learners, LGBTQ people, immigrants, girls, religious minorities, and low-income people; familiarity with education and other policy issues; familiarity with the legislative process; demonstrated research ability using online and offline materials; excellent writing skills; an ability to manage multiple tasks; excellent interpersonal skills; and an ability to work in a fast-paced environment and meet deadlines.

Good verbal skills; desire and ability to work with diverse groups of people; ability to manage a complex workload; ability to organize time efficiently; and a high level of personal energy and commitment are essential.

**Experience required:** A minimum of two years' experience in policy, lobbying, or other advocacy; excellent research and writing skills; and proficiency in Microsoft Office programs. We prefer candidates with Hill or administration experience.

**Education required:** Bachelor's degree required.

## **Duties and Responsibilities**

- Draft and edit short policy statements, bill summaries, fact sheets, talking points, and other products.
- Conduct policy research in a variety of areas, including education.
- Compile and summarize new and existing research from coalition partners and academic and government/public sources.
- Participate in congressional, administration, and coalition meetings.
- Monitor federal legislation and other policy developments of interest to coalition members.
- Schedule meetings and facilitate communication with policymakers and their staff.
- Other duties and projects that may be assigned.

## **Salary and Benefits**

This is a full-time position with a competitive salary and excellent benefits.

## **To Apply:**

This position will be open until it is filled. Interested persons should apply ASAP to the email address below and include the following:

- a resume of up to 2 pages in length
- cover letter expressing interest and summarizing qualifications
- two writing samples

**Send application packages to:**

**[personnel@civilrights.org](mailto:personnel@civilrights.org) with “Policy Analyst” in the subject line**

*We are not able to handle telephone inquiries.*

*The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual identity and expression, status as a veteran, national origin, age or disability.*