



Policy Analyst, Immigrant Health and Coverage Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: Latina Institute seeks a Policy Analyst to help promote a federal policy agenda designed to protect the reproductive health and rights of Latinas. The Policy Analyst will lead and be responsible for advancing policies that improve immigrant access to health care and coverage. As such, the Policy Analyst must have a deep understanding of complex public programs, projects and studies affecting our communities and be able to develop policy solutions that center our communities. The Policy Analyst must incorporate a reproductive health care lens when assessing Latina Institute's engagement and promoting Latina Institute's policy positions across issues pertaining to access to health care and coverage for immigrants. The Policy Analyst will be supervised and report to the Director of Government Relations in our Washington, D.C. office. The person in this position will work as part of a dynamic team and in coalition with movement partners.

Location: Washington, D.C

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be based in Washington, D.C and be able to travel to various locations around the country, including the DC office space, to work from and participate in in-person events, meetings, conferences and complete required activities or tasks.

Employee Status: Full Time, Exempt, 40 hours per week

Responsibilities include (but are not limited to):

- **Policy Responsibilities:**
 - Works with the Director of Government Relations to advance Latina Institute's Immigrant access to health care and coverage policy priorities through legislation, regulations and other policy efforts.
 - Conducts federal legislative analysis and develops solutions that are community informed.
 - Prepares federal policy briefs, fact sheets, and all other policy publications related to immigrant access to health care and coverage.
 - Provides technical assistance to policy teams related to immigrant access to health care and coverage.

- Collaborates with national and state field teams to design and implement national advocacy campaigns.
 - Identifies national policy trends, data, and advocacy opportunities to key departments within Latina Institute to Latina Institute priorities.
 - Conducts trainings and presentations on behalf of Latina institute as policy expert at national and local conferences and events.
- **Government Relations and Partnerships:**
 - Serves as key point person and expert with Congressional staff, coalition partners, and other stakeholders to advance policies and legislation of Latina Institute's immigrant access to health care and coverage.
 - Initiates and maintains relationships with members of Congress and their staff and executive branch officials and their staff to provide input into priorities and to build support for Latina Institute's priority issues in Congress and the Administration.
 - Coordinates and participates in meetings with members of Congress, state legislators, staffers, and colleagues in the field of immigration and health care.
 - Works with movement partners to determine movement positions on priority issues as appropriate.
 - Serves as a spokesperson for the organization.
- **Administrative**
 - Tracks and records all lobbying efforts in a timely manner.
 - Develops internal workplans, track progress towards goals, and report activities and outcomes with key members of the Latina Institute team.
 - Collaborates and maintains government relations databases, Politico and Congress Plus.
 - Other duties as assigned.

What You Will Need to Be Successful:

- Bachelor's Degree from accredited college or university.
- At minimum 2 years of experience in federal and/or state government relations.
- At minimum 2 years of experience in legislative and administrative policy development and advocacy experience in a nonprofit advocacy organization.
- Experience in coalition building and building relationships with a variety of stakeholders a must.
- Excellent analytical, writing, speaking and advocacy skills.
- Outstanding organizational and communications skills, including ability to work independently and as part of a team with staff at all levels.
- Ability to manage multiple tasks efficiently and remain composed and focused under pressure.

- Demonstrated ability to use an intersectionality framework to advance policy solutions.
- Experience on Capitol Hill a plus.
- Ability to work collaboratively in a fast-paced environment and adapt to change as necessary.
- Demonstrated commitment to reproductive freedom, immigrant women's rights, social justice, and Latinx civil rights.

Salary Range: \$65,000-\$75,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development/wellness

Benefits: The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

Application Procedure: Please send your resume and cover letter that answers the following questions, via email to jobs@latinainstitute.org. Please include the subject line: **Applicant – Policy Analyst, Immigrant Health and Coverage**

1. What do our core values salud, dignidad y justicia mean to you?
2. Tell us: How do you incorporate an intersectional framework as it relates to policy and advocacy?

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.