



SIECUS

Sexuality Information and Education
Council of the United States

POLICY ANALYST

SIECUS seeks an inquisitive, organized, and motivated Policy Analyst to support our policy, education, and strategic communications efforts. The ideal candidate will have a not-so-secret love for excel spreadsheets, statutory language, research, analyzing policies with an intersectional lens, and timelines. Additionally, the Policy Analyst will demonstrate a keen understanding of statute and policy, identifying how its interpretations are related to or impact other social justice issues.

About SIECUS: SIECUS is a national nonprofit organization dedicated to affirming sexuality as a fundamental part of being human, one that is worthy of dignity and respect. We advocate for the right of all people to accurate information, comprehensive education about sexuality, and sexual health services. We focus our work in education, policy, and strategic communications and through these strategies promote lifelong sexual health and well-being.

Job responsibilities: The Policy Analyst, based in SIECUS' office located in downtown Washington, DC and reporting to both the Federal and State Policy Directors, is responsible for the following:

- Leading the research, analysis, and writing of key SIECUS publications and additional policy and education materials and resources
- Monitoring, tracking, analyzing, and reporting on federal, state, and local policy and practices related to sexuality education and other sexual and reproductive health topics as necessary
- Supporting SIECUS staff in developing or contributing to correspondence and comments to policymakers
- Assisting SIECUS staff in developing resources and tools to help integrate and engage state and community partners in federal policy activities
- Representing SIECUS and participating in coalitions and conferences as warranted
- Assisting in the development of SIECUS' external communications
- Other duties as assigned

Qualifications:

- Minimum of 3–5 years of related political or policy experience (this can include extended internships, ongoing volunteer work, and part-time work)
- Strong analytical and organizational skills, high level of attention to detail
- Demonstrated ability to produce quality work in both a team environment and independently
- Established ability to multi-task and work well under pressure
- Excellent written and verbal communications skills with a proven track record of writing clear, structured, and persuasive communications (e.g., reports, factsheets, and briefs)
- Commitment to advancing sexual and reproductive education, health, rights, and justice

Preferred:

- Prior experience working in or with State Legislative, Congress, or other policymaker bodies or with sexual and reproductive health, rights, or justice organizations
- Working familiarity with sexuality education politics, policies, programs, and practices
- Prior project management experience

Salary: \$50,000–\$55,000 (Exempt)

Benefits: 12 sick, 10 vacation, and 3 personal days per year; 11 paid holidays and office closure between 12/24-1/2; employer-covered medical and dental insurance; and long-term disability, life, and AD&D insurance.



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To Apply:

Please submit a cover letter, a one-page writing sample, and a current resume to hring@siecus.org with “[Your Name] – Policy Analyst”. Applications will be reviewed on a rolling basis until the position is filled. Applications received by October 22, 2017 will be given priority during the review process.

SIECUS is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate on the basis of sex, gender, race, ethnicity, age, religion, disability, gender identity, or sexual orientation.