Organizational Background:
Catalyst California (formerly known as Advancement Project California) advocates for racial justice by building power and transforming public systems. We partner with communities of color, conduct innovative research, develop policies for actionable change, and shift money and power back into our communities. Rooted in the historic struggle for racial and economic equality, Catalyst California envisions a world where systems are designed for justice and support equitable access to resources and opportunities for all Californians to thrive. Our primary programs are Educational Equity, Equity in Community Investments, Political Voice, and Reimagine Justice & Safety.

Position Summary:
Political Voice works to make state and local governments more participatory and representative of the communities they serve. Our goal is that all community members are able to genuinely participate in the making of effective public policy in ways that go beyond just voting and that governments respond equitably to community concerns. To accomplish this goal, we advocate for racially and economically just democracy reforms.

The Senior Policy & Research Analyst will report to the Director of Political Voice and will, in partnership with community-based organizations and government offices, support local advocacy campaigns across the state to eliminate racial and economic disparities in political participation and government responsiveness.

This work will include:
- A strong focus on democracy reform, participatory budgeting, the census, and redistricting;
- Analyzing public policies and administrative practices that expand opportunities for political participation and enhance government responsiveness, particularly in low-income communities of color;
- Developing the capacity of partners by preparing and conducting advocacy trainings and providing technical assistance to advance campaigns related to democracy reform;
- Building coalitions to develop collaborative strategies to address disparities in political participation and government responsiveness; and
- Making a case for change by identifying persuasive facts and crafting compelling messages.
The successful applicant must have a strong, demonstrated commitment to social and racial justice, documented project management skills and experience overseeing multiple streams of work at the same time, a record of involvement in racial justice/systems change campaigns, the ability to engage with local government decision-making processes, and be self-motivated, flexible, and skilled at fostering creative and collaborative spaces.

**Specific Responsibilities include, but are not limited to:**

- Support strategic development of policy campaigns and initiatives to improve political participation, government responsiveness and/or voting and electoral systems reform in consultation with Political Voice leadership through research and advocacy.
- Develop and conduct rigorous and accessible training curricula and technical assistance for a wide range of stakeholders on topics including participatory budgeting, the census, and redistricting.
- Serving as primary liaison with community-based organizations and coalitions.
- In collaboration with partner organizations, analyze political opportunities, and develop winning campaign plans and strategies.
- Prepare materials and reports for advocacy campaigns.
- Analyzing public policies and administrative practices related to political participation and government responsiveness.
- Identifying, initiating, and deepening relationships with community stakeholders, relevant government staff, and political leadership.
- Conducting online research and literature reviews to support the development of policy and advocacy agendas related to public engagement, government responsiveness, and/or voting and electoral systems reform.
- Participating in organization-wide planning, development, and communications activities, as needed, and ensuring adherence to Catalyst California goals and policies within the project area.
- Other duties as assigned dependent on organizational needs and employee skills.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**

- 4-6 years of experience in civil rights and social justice, public policy, inside government, labor, community-based policy advocacy, and/or organizing (beyond summer or short-term internships).
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. An equivalent combination of education and experience
sufficient to successfully perform the essential job duties will be considered.

• Experience building and working in coalitions, including managing partnerships with residents and community organizations.
• Demonstrated experience conducting policy analysis, research (qualitative and/or quantitative), and analyzing complex information data for policy and planning.
• Demonstrated experience in leading and managing numerous complex projects that are strategic in nature and scope.

Candidate Profile, Skills and Abilities:

• Sincere and demonstrated commitment to advancing social and racial justice progress for the highest-need communities.
• Passion and commitment to creating an equitable and effective multiracial democracy through the reform of processes like participatory budgeting, campaign financing, the census, redistricting, and voting.
• Proven ability to work with diverse communities, leaders, and staff.
• Strong interpersonal, communication, facilitation, and presentation skills – experience translating technical analyses into compelling advocacy messages are especially preferred.
• Ability to connect the impacts of community participation in public systems to more racially equitable outcomes across issues.
• Strong analytical and problem-solving skills.
• Ability to work independently with minimal supervision and demonstrated ability to work in a small team setting.
• Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
• Good computer skills, proficient with MS Office applications.
• Excellent organizational skills with demonstrated ability to execute projects on time and on budget.
• Bilingual English-Spanish is a plus.
• Must be able to travel locally and statewide. Note: Due to the COVID-19 pandemic, Catalyst California staff are working from home and not traveling at this time. This qualification will be effective once it is safe to travel.

Physical Requirements:

• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

Salary and Benefits:

• $68,000 – $90,000 depending on experience and qualifications.
• Offers medical, dental, and vision benefits to eligible employees and their spouses and/or dependents, including registered Domestic Partners.
• 403B retirement plan with employer matching benefits after 90 days.
• Flexible Spending Account for eligible employees to allocate pre-tax money
throughout the year.

- Fifteen vacation days (15), three (3) personal days, eight (8) sick days, along with national and office holidays.
- Organizational and team wellness days to help build team cohesion and camaraderie.
- Opportunity to work in a flexible work culture that is sensitive to employee wellbeing and encourages work-life balance.
- Additional benefits during the pandemic including scheduling flexibility for parents and caregivers and telework stipend.
- Opportunity to see the meaning and impact of your work at an organization actively building more equitable communities and systems across California.
- Opportunity to work in an organization dedicated to pay equity and diverse work culture.
- Yearly professional development allowance and personalized professional development goals.

To Apply:
Please email with the subject “PV Policy Analyst Application” and cover letter, resume, and a policy-related writing sample in one PDF attachment titled last_name_first_name_pvppolicyanalyst.pdf (e.g., Katrice_McCorkle_pvppolicyanalyst.pdf) to:

Katrice McCorkle
Human Resources Manager, Administrative & Operations
hr@advanceproj.org

Interview Process:
- Phone interview with Political Voice team
- Two-panel interviews (via Zoom)
- Reference Checks

Catalyst California is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.