



Job Announcement: Policy Analyst

One Voice is seeking a Policy Analyst to work with a talented team to advance public policies that improve the quality of life and create equitable opportunity for all Mississippians. One Voice is a civic engagement, non-profit organization headquartered in Jackson, Mississippi, working to democratize public policy designed to identify and address issues of public concern that can make a difference in the civic life of vulnerable and marginalized communities.

Job Summary

The Policy Analyst will work with the organization's Senior Policy Analyst and an established team of advocates to promote a data-driven approach to political and civic advocacy through policy research and analysis. The Analyst will help to support research and data analysis around One Voice's core programmatic areas to inform and influence policymakers, nonprofit leaders, community leaders, and others who can make systemic change at the local and state level.

Essential Duties and Functions

- Produce reports, literature reviews, blog posts, articles and other materials for use by One Voice decision-makers, journalists, policymakers and other system-level leaders;
- Monitor and evaluate state legislation relevant to vulnerable and marginalized communities including but not limited to tax and budget, education, criminal justice, economic and workforce development policy;
- Maintain relationships and attend relevant conferences and meetings with national and state partners and key policy stakeholders;
- Promote the organization's research findings, including presentations at local, regional and national conferences; and
- Develop working relationships with community leaders, state and national and advocacy organizations.

Competencies and Skills

- Ability to problem solve and think critically
- Strong interpersonal skills and ability to work in teams
- Strong writing skills
- Skilled in Microsoft Office
- Knowledge with Arc GIS and/or statistical package SAS, STATA, SPSS preferred



Preferred Education and Experience

- Graduate degree in public policy, public affairs, public administration, public health, economics, law or related field, which includes analytical training
- Strong academic record
- An interest and a commitment to racial equity and improving the lives of vulnerable and marginalized communities
- Experience with, or strong interest in, working with diverse communities

To Apply

Email a cover letter (with salary requirements), resume and three (3) professional references to smock@uniteonevoice.org. Please reference "OV Policy Analyst Position" in the subject line

Or Mail to:

One Voice Search Committee
P. O. Box 3886
Jackson, MS 39207

It is the continuing policy of One Voice, Inc. to take affirmative action to assure equal opportunity for all prospective employees without regard to race, national origin, ancestry, age, gender, gender identity or expression.