

Date: September 15, 2018

Organization: Investing in Place

Position: Policy Analyst

Reports to: Deputy Director

Employment and Classification: “At will” employment status; Full-time salaried position

Applications: Interested applicants are encouraged to apply as soon as possible as there will be rolling interviews. Applications are due via email by 5 pm Thursday October 4, 2018. Specific details on how to apply are included below.

Desired start date: October 2018

Location: Shared professional working space in downtown Los Angeles.

Summary: Founded in January 2015, Investing in Place envisions a Los Angeles region where transportation options are a gateway to opportunity and resources for all. Our mission is to align data-driven public policies with transportation investments that address social equity, public health and environmental sustainability. We do this by supporting a constituency for equitable planning, conducting groundtruthed research and policy analysis, and building strategic relationships with agencies invest in the built environment in Los Angeles County. For more information about our work, visit (www.investinginplace.org).

Job Description: Investing in Place is currently seeking a full-time Policy Analyst for our campaigns advocating for equitable transportation policies and investments in Los Angeles County.

The Policy Analyst will primarily conduct research and analysis on public policies; public budgets; campaigns; and political decisions. The Policy Analyst is expected to produce original work that demystifies complex concepts and processes for our multi-sectoral partners. The Policy Analyst is expected to cultivate trusted relationships with external partners, to ensure that Investing in Place produces work that is grounded in the lived experiences of impacted community members.

Our ideal candidate is self-motivated, adaptable, and a great team player with a passion for social justice and love for Los Angeles. Investing in Place is a growing team with plans to significantly expand our capacity and impact in the short-term future.

Roles and Responsibilities: This position is responsible for conducting various types of research such as policy scans and literature reviews, legislative monitoring, public budget analysis, community workshops, and interviews. The Policy Analyst will work closely with subcontracted researchers and advisors.

The Policy Analyst will share findings through Investing in Place’s website; convening presentations; government hearings and meetings; and email and social media updates. The Policy Analyst will work closely with the team to tailor the format and language of produced research for diverse and multi-sectoral audiences.

Duties for this position also include:

- Investing in Place representation at key meetings and convenings
- Logistical and content support of Investing in Place work groups and convenings

- Communications efforts and contributions, including digital content and social media
- Organizational development support, including fundraising and grant writing/reporting
- Additional tasks as assigned by the Executive Director and Deputy Director

Qualifications: Applicants must demonstrate a strong commitment to social justice and livable communities for all ages and abilities. Applicant must have a graduate degree or relevant experience, willingness to occasionally work evenings and weekends, and ability to work both independently and with a small team.

Required skills:

- Superb interpersonal skills and ability to cultivate relationships
- Excellent analytical, written and verbal communications skills
- Strong experience in public speaking and presenting to large and diverse groups

Strongly preferred experience:

- Knowledge of Los Angeles County transportation policy, governance, and communities
- Experience writing researched policy briefs
- Fluency in Spanish or other non-English language representing impacted communities

Salary and Benefits: Investing in Place offers full health benefits; 401(K); vacation time; and transit and bike share pass. We offer a competitive salary commensurate with experience.

Application Process: Interested applicants should submit a cover letter, resume, three references, and two writing samples in one PDF file to: jessica@investinginplace.org. The PDF file shall be named: "[LastName]_Analyst.pdf". Ensure that the subject line includes the text "Policy Analyst". Applicants who do not meet the minimum qualifications will not receive a response.

Investing in Place is a project of Community Partners and is an equal employment opportunity employer and strongly encourages diverse candidates to apply. Investing in Place does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.