

Policy Associate

Job Description

The NBCSL is seeking a full-time Policy Associate to oversee all functions associated with NBCSL's thirteen policy committees: Education; Health and Human Services; Energy, Transportation, and Environment; Law, Justice, and Ethics; Business, Financial Services, and Insurance; International Affairs; Youth; Telecommunications, Science, and Technology; Emergency Preparedness/Homeland Security; Labor, Military, and Veterans Affairs; Agriculture; Housing; and Gaming, Sports, and Entertainment.

Major Duties and Responsibilities

The Policy Associate is responsible for staying abreast of state and federal legislation and policy trends with respect to his/her assigned committees. As a member of NBCSL's policy team, the Associate will work under the direction of NBCSL's leadership to carry out the education of African-American state legislators about these policy trends in a variety of forums, such as monthly newsletters, NBCSL's magazine *The Legislator*; special reports, research papers, and white papers, and helping to plan and execute policy symposia and conferences throughout the year. Some travel is required.

Qualifications

Education:

A bachelor's degree is required. Advance degree preferred.

Experience:

Candidate must have 4-5 years of policy-related work experience, knowledge of the state legislative process, and demonstrated knowledge in working with and for disenfranchised groups.

Required Skills:

- Excellent research and writing skills, as well as high-level critical thinking skills and reasoning abilities
- Strategic thinking and decision-making
- Outstanding written and interpersonal/customer service skills
- Proficiency with MS Office Suite (Word, Power Point, Excel) and Media literacy
- Ability to thrive in a fast-paced environment and remain productive during lulls.
- Adaptability
- Tact and diplomacy
- Strong time management/project management
- Attention to detail
- Humility and comfort with supportive, team-player role

Physical Requirements:

- Occasional lifting of objects up to 10 lbs.
- Subject to standing, walking, sitting, bending, reach, kneeling, pushing and pulling Work is performed in a standard office environment

Interested applicants please send your resume and cover letter, including salary requirements, to hr@nbcsl.org. No calls, please.