

Seattle Jobs Initiative is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services including housing, childcare, transportation and counseling with job skills training and job placement assistance.

We currently have a position available for a full-time Sr. Policy Analyst. The ideal candidate will be able to research, track, analyze and synthesize issues related to workforce development. This position will also require the ability to develop policy, make policy recommendations, and initiate/participate in system reform. The Sr. Policy Analyst will also promote local, state and national workforce policy, focusing on transitioning people out of poverty and into living-wage jobs.

JOB RESPONSIBILITIES:

- Conduct research, provide policy analysis and write issue briefs on an array of workforce policy issues that impact low-income and disadvantaged residents.
- Conduct research and draft policy reports related to SJI's low-income policy portfolio, chiefly around labor market/industry sectors, accessible middle wage jobs, local workforce systems and workforce funding streams.
- Develop and participate in system reform efforts by identifying, developing and assisting in collaborative advocacy and capacity building efforts.
- Collaborate with federal, state and local policy makers, community organizations, advocacy coalitions and service providers to develop workforce policy. Represent SJI at coalition, Workforce Development Council, and other meetings as needed.
- Conduct analysis of SJI programs. Collaborate with co-workers to meet current needs; adjust to changing priorities of the organization.
- Strengthen link between policy and program at SJI, so that programs are informed by sound policy and policy is influenced by program efforts.
- Track, analyze and synthesize research and best practices regarding general workforce issues.
- Responsible for demonstrating cultural competency and sensitivity to the needs of adults with multiple challenges.

QUALIFICATIONS:

- Excellent oral and written communication skills, including public speaking to a wide variety of audiences and meeting facilitation skills.
- Strong ability to read, analyze in depth, and interpret.
- Advanced skills in MS Word, Excel and PowerPoint.
- Math ability with strong quantitative skills and ability to use statistical analysis.
- Ability to work independently with limited supervision.
- Ability to respond quickly to ad-hoc requests for data from a variety of individuals and entities

EDUCATION and/or EXPERIENCE:

- Masters of public policy, public administration, economics, or related field that includes a curriculum of economics, statistics, public finance or policy analysis preferred and a minimum of 2 years experience.
- Bachelor's degree and 5 + years public policy experience, preferably in workforce, economic development, and/or income related policy areas or an equivalent combination of experience and education.
- Experience researching, analyzing and reporting on economic, labor market, and industry sector data at local, state and federal levels.
- Familiarity with most commonly-utilized data sources: Washington State Employment Security Department, U.S. Bureau of Labor Statistics, and American Community Survey.

Salary/Benefits:

The salary range for this position is \$55,000 to \$65,000 DOE. We offer a generous PTO package, paid holidays, medical, dental, vision, life, short-term and long-term disability insurance, and a 401(k) plan with an organization match.

To Apply:

Please submit a detailed cover letter listing your qualifications and interest in SJI and in the position, along with your resume to sjhr@seattlejobsinit.com. Resumes will be accepted until Friday, February 17, 2012.

Seattle Jobs Initiative is an equal opportunity employer.