



## **POLICY ANALYST, YOUTH JUSTICE**

Our Policy Analyst supports OK Policy through non-partisan research and analysis, focused primarily on state youth justice issues, through the collection and reporting of a broad range of data and research to assist in the development of and advocacy for meaningful recommendations for our policy team and organization. This position reports directly to OK Policy's Policy Director.

### **Duties/Responsibilities**

- Researching, writing, and speaking on state policy and regulations related to state and federal policy issues, with attention to detail and specific consideration given to the potential impact of regulations and policies for vulnerable Oklahoma populations.
- Collaborating dependably with OK Policy staff across teams on research, writing, events, grant preparation and reporting, and more.
- Collaborating dependably in outreach and advocacy efforts in relevant issue areas, including coalition-building and participation.
- Seeking and participating in professional development opportunities as available.
- Contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.

### **Skills / Experience**

#### **Essential:**

- Minimum 1-3 years related professional experience.
- Working knowledge of Oklahoma and federal policy issues related to assigned policy area.
- Comfortable and effective communicating and working as part of a culturally diverse staff and alongside diverse community partners.
- Ability to absorb and synthesize complex data into clear and coherent analysis.
- Ability to self-direct and prioritize and work on multiple tasks simultaneously.
- Ability to seek, understand, and incorporate feedback into work product and habits.
- Strong commitment to the mission, goals, and values of OK Policy.

#### **Desirable:**

- Expert-level understanding of Oklahoma and federal policy issues related to assigned policy area.
- Familiarity with the Oklahoma policy environment, including the state Legislature, government agencies, and interest groups.
- Strong research skills, with familiarity in statistics and quantitative methods preferred.
- Prior experience in the advocacy, educational equity, or broader nonprofit arenas is a plus, but not a requirement.

#### **Education:**

- Bachelor's Degree or a professional degree in sociology, journalism, critical theory, history, political science, health policy, health administration, public administration, public policy, or related field.

### **Working Conditions**

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.

- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state - typically less than 10% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed\*.
- Position frequently requires the ability to sit for extended periods of time\*.
- Position continually requires the ability to talk and hear both in person and over the phone\*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard\*.

*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

### **Compensation**

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a general PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

**Salary Range:** \$40,000 - \$50,000 Annually (*commensurate with experience*)

*The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.*