



Position: **Policy Analyst**

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**Overview:**

The Policy Analyst is responsible for public policy and legislative objectives involving local, state, and federal government affairs. The Policy Analyst leads tracking and analysis of proposed legislative actions, determines the potential impact on the organization and develops appropriate responses. The Policy Analyst will also oversee the development of the Municipal Solidarity Index and Legislative Scorecard to advocate for, and reinforce, our policy aims at the local and state level, respectively.

The Policy Analyst will report to the Executive Director of Michigan AFL-CIO Advocates. The Policy Analyst's work plan will be determined by Michigan AFL-CIO Advocates.

**Duties:**

- Assist in the development and execution of a strategic legislative and public policy agenda at the local and state level that supports the organization's mission
- Draft, edit, and analyze state and local policies, ordinances, laws and regulations
- Track and monitor legislation, committee markups, and votes
- Lead research and analysis on policy issues and regulations to inform policy positions and trends
- Prepare, review, and edit research memos, briefs, reports, projects, and presentations in a variety of formats to engage a diverse range of audiences
- Advocate for the organization's position on pending legislation in the state legislature and in various local governmental bodies through lobbying and written and verbal testimony
- Advise, prepare and edit policy and advocacy materials, including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, website updates, and legislative and policy reports
- Cultivate and maintain relationships with key stakeholders, and with policymakers and influencers in state and local government, in service of our policy agenda
- Manage the development, update and deployment of the Municipal Solidarity Index and the annual Legislative Scorecard
- Recruit and supervise a team of Policy Associates, Fellows, and/or Interns
- Keep abreast of all developments and current issues through continued education and professional growth; attending conferences, workshops, and seminars as appropriate
- Other duties as assigned

**Qualifications:**

- A bachelor's degree in political science, public affairs, public policy, or a closely related field, or a commensurate combination of education and experience
- 1+ years of experience in public policy, legislative affairs or a related field, with experience in public service a plus
- Familiarity with and commitment to the labor movement and an understanding of labor's goals
- Strong time management and organizational skills are required, including a demonstrated ability to independently manage and prioritize multiple tasks and projects in high-pressure situations and under difficult deadlines
- Excellent verbal and written communication skills are essential, including the ability to interact successfully with individuals from diverse ethnic, racial, age, gender, educational, occupational, and socio-economic backgrounds
- Computer skills are required, including knowledge and extensive use of e-mail, Zoom, Teams, Google Meet, Microsoft Office, and Google Drive.
- A valid driver's license, continuous use of a reliable vehicle, automobile liability insurance, and be willing to travel regularly
- Willingness to work in a fast-paced environment; periodically long work hours are required
- Occasional travel to other parts of the state and/or out-of-state may be necessary; overnight travel will be infrequent but may be required

**Compensation:** \$55,000 - \$65,000 salary. Health insurance, vision insurance, dental insurance, and life insurance. 401(k) with 6% employer contribution after 1 year.

**How to Apply:** Please submit a resumé and brief cover letter to [work@miaflcio.org](mailto:work@miaflcio.org).

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### **Diversity & Equal Opportunity**

Our organization is an equal opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, Veteran, and disabled candidates are encouraged to apply.

### **Organization**

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions that represents over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization established to unite labor leaders, policy makers, and the general public to educate and advocate around policies, programs and projects that can bring economic justice to the workplace and social justice to communities across Michigan.