

Center for Law and Social Policy (CLASP)

**WORKFORCE DEVELOPMENT
Policy Analyst/Senior Policy Analyst Position**

The Center for Law and Social Policy (CLASP) is a national non-profit policy organization that develops and advocates for policies at the federal, state and local levels that improve the lives of low income people. CLASP's Work Team conducts research, provides policy analysis, engages in advocacy, and offers targeted technical assistance at the federal, state and local levels on a range of issues including workforce development, postsecondary and adult education, and income and work supports. (For more information on our organization, visit www.clasp.org)

Job Responsibilities. The Policy Analyst will work with the director and members of the Workforce Development Team on responsibilities that include:

- Advocating for federal postsecondary, adult education and workforce policies that promote access to marketable credentials and labor market success for low-income adults, including the development of multiple pathways to postsecondary credentials and careers in growth areas of the economy;
- Tracking and analyzing related legislative and regulatory developments;
- Conducting research, analysis, synthesis, and reporting on research and state and local developments to support this advocacy; and
- Speaking to a wide variety of audiences, including national, state and local policymakers and practitioners on substantive areas of work.

Job Qualifications include:

- Experience of at least 3-5 years for policy analyst and 6 years for senior policy analyst, with policies that support postsecondary access and success
- Advocacy experience, especially at the federal level
- Excellent research, analytical, writing, and oral communication skills
- The capacity to work independently and collaboratively as part of a team
- Experience with adult education is desirable
- Graduate degree in public policy/administration or other relevant field is preferred

Salary: Salary is commensurate with experience. CLASP offers exceptional benefits, including several health insurance options, dental insurance, life and long-term disability insurance, long term care insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

Application: Please send a resume, writing sample, references and a cover letter, by mail or email to:

Workforcedevelopment@clasp.org or

Michelle Vinson

Center for Law and Social Policy

1015 15th Street, N.W. Suite 400

Washington DC, 20005

Resumes will be accepted until the position is filled. NO PHONE CALLS, PLEASE.

The Center for Law and Social Policy is an equal opportunity employer, and minorities are particularly encouraged to apply.