



EAST BAY ALLIANCE FOR A SUSTAINABLE ECONOMY
Building Power With Community, Workers & People of Faith

JOB ANNOUNCEMENT

Dynamic Opportunity for a Research and Policy Associate with Commitment to Economic Justice

The East Bay Alliance for a Sustainable Economy (EBASE) advances economic, racial, and social justice by building a just economy in the East Bay based on good jobs and healthy communities. We address the root causes of economic injustice by developing strategic alliance among community, faith, and labor to build power and create change with low-income workers and communities of color.

Position summary

The Research and Policy Associate provides strategic research, data analysis, and policy development to the organization's comprehensive jobs and economic justice campaigns in Oakland and the East Bay. The work of the Research and Policy Associate includes both qualitative and quantitative research to reframe the debate and help move campaigns and projects forward. The Research and Policy Associate will participate in EBASE campaign team meetings, be responsible for sub-projects within campaigns, and support other lead staff in campaign development, policy development, and implementation. The Research and Policy Associate reports to the Deputy Director and may be assigned to work with a Campaign Director.

Job Responsibilities

Campaign research, policy development, and other campaign support

Specific roles vary depending on the needs of the campaign, but may include:

- Developing a research plan and timeline with the campaign team to complete projects in support the goals of the campaign
- Tracking city council agenda items related to the campaign or job sector focus and reviewing public documents
- Tracking the current debates about particular solutions, such as living wages, local hire policies, or other labor standards
- Conducting web and media searches to identify applicable policy solutions
- Gathering best-practice policies and programs, and evaluating how they could be applied locally
- Interviewing advocates and organizers to understand technically how a solution works and lessons learned
- Coordinating coalition partners on a research project and contributing to development of a campaign plan together
- Summarizing key findings to the campaign team and coalition partners through memos and presentations
- Some limited corporate research may be necessary
- Identifying and answering research questions that enable EBASE to assess potential new campaigns
- Representing EBASE at meetings with allies, supporters, and decision-makers; coordinating and attending actions; and supporting the work of the campaign and organization as a whole

Data collection, analysis, and reports

The Research and Policy Associate helps utilize data analysis and research to reframe the debate about our local and regional economy, and integrate the research component into EBASE's comprehensive campaigns. Depending on the campaign or project, the Research and Policy Associate may be involved in:

- Identifying relevant data sources for a particular research project
- Analyzing data from the U.S. Census Bureau on poverty, income, and employment, or the California Employment Development Department on wages, workers, and employers
- Supporting organizers in developing, conducting, and analyzing worker and resident surveys
- Testifying at public meetings to present policy solutions, and being a spokesperson to the media or policymakers on the main findings of a report
- Writing research briefs and policy papers that illustrate the meaning of the data to a variety of audiences
- Drafting policy memos for decision-makers and staff that support coalition and campaign plan
- Making presentations to staff, board members, coalition partners, allies, decision-makers, or funders on the data and conclusions

Required experience and qualifications

- 3-5 years of prior work and demonstrated commitment to worker and resident organizing, economic justice, and social justice movements
- Experience as a researcher in the labor movement or other social or economic justice movements
- Strong verbal communication skills and experience making presentations to multiple audiences, including testimonies to government agencies and/or trainings to community organizations
- Strong writing skills for a policy-making audience, including ability to succinctly summarize
- Ability to work well in a team and take initiative
- Uses good judgment in external communications and ability to adhere to organizational protocols
- Detail-oriented and accountable to both team goals and individual workplan goals
- Experience working in multi-cultural settings
- Proficiency in basic qualitative research skills including internet and media searches and interviews
- Proficiency in using Microsoft Excel to execute complex formulas and to create illustrative graphs and charts
- Tenacity in performing investigative research, including identifying and pursuing interviews with key public agency staff and stakeholders

Preferred qualifications

- Masters degree in public policy, urban planning, or similar program or equivalent experience
- Direct experience working in low-income communities of color
- Experience in local government policymaking, budgeting, local hire, living wage, or workforce development a plus
- Familiarity with data analysis programs such as SAS, GIS, or IMPLAN a plus, but not required.

Compensation and Benefits

The salary for this position is between \$50,000-\$55,000, depending on experience, plus a generous benefits package. EBASE provides an excellent working environment that encourages team work and recognizes high-quality work.

Email cover letter and resume to: Jennifer Lin at search@workingeastbay.org, Subject line "Research and Policy Associate Search," or mail to 900 Alice St., Suite 325, Oakland, CA 94607. Applicants who do not meet the minimum requirements will not receive a response.

Application deadline: August 26, 2016. The position will be open until filled and starts immediately.

EBASE is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.