



**1055 Wilshire Blvd., Suite 1660
Los Angeles, CA 90017
www.cityprojectca.org**

Policy Analyst Opening

The City Project believes that all people should have access to healthy, livable communities. Our multicultural, Latino-led team of advocates works with diverse allies on civic engagement through: (1) healthy green land use, equitable development, and planning by and for the community; (2) physical education and schools of hope; (3) health equity through physical activity and healthy eating; (4) meaningful work and wealth creation; and (5) strategic communications. We have helped create great new urban parks, build schools of hope, promote healthy eating and active living, and create local green jobs and contracts for minority, women, veteran, and small enterprises.

As next generation civil rights advocates, we pursue myriad strategies. We are problem solvers who use many of the same strategies that corporate or transactional lawyers use on behalf of their clients: planning, data collection and analysis, media, negotiation, policy advocacy, and coalition building are all part of a comprehensive strategy. We join forces with clients, experts, and broader coalitions to seek equity and overcome structural barriers to a more equitable society.

The City Project seeks a Policy Analyst to promote our vision, mission and values. The ideal candidate will have 3 to 6 years of experience in policy advocacy, preferably in civil rights, environmental justice, public health, land use, sustainable urban planning, and/or related areas. The ideal candidate will have qualities of social entrepreneurship including: acting as a change agent for society, seizing opportunities, developing new approaches, and creating sustainable solutions to change society for the better.

The Policy Analyst will be responsible for multidisciplinary policy research and analyses, written memos, public comment letters, public testimony, working with allies and clients, and related development, management, and administrative work. Salary is commensurate with experience.

Additional Qualifications: The Policy Analyst must be able to communicate effectively with clients, allies, policymakers, elected officials, and courts; collaborate with non-profit and public interest organizations and law firms; foster relationships with community-based organizations and advocates; work with student interns; prepare grant proposals; and speak at conferences and other public events and with media representatives. The ability to conduct multidisciplinary policy research and analysis and write and communicate effectively is a fundamental requirement for the position, as is the capacity for and commitment to serving people who are of color or low-income.

Applicants must have an outstanding academic record, excellent research, writing, and oral communication skills, and a demonstrated commitment to social justice. A master's degree is a plus, but not required. Bilingual skill in Spanish is preferred, but not required. The City Project is an affirmative action/equal opportunity employer.

How to Apply: Please send a cover letter, a resume with references, and a writing sample via email to: Sheb Myers, smyers@cityprojectca.org. No phone calls or hard copies, please.