

WORKING PARTNERSHIPS USA

JOB ANNOUNCEMENT

THE OPPORTUNITY

Working Partnerships USA is seeking a Research and Policy Associate to join our exceptional team. For more than 20 years, Working Partnerships USA has been at the forefront of the national movement for a just economy driven by the power of working people. The Research and Policy Associate will work to support our efforts to achieve economic and racial justice in Silicon Valley through innovative policy, research and organizing campaigns.

THE ORGANIZATION

Working Partnerships USA is a community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. We build the capacity of workers, low-income neighborhoods and communities of color to lead and govern. Based in Silicon Valley, we tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities, equitable growth and a democracy that works for all. We are co-founders of Silicon Valley Rising which is fighting to inspire the tech industry to build an inclusive, middle class.

POSITION SUMMARY

The Research and Policy Associate will report to the Director of Public Policy and be part of our Research and Policy team, which provides strategic research and analysis and coordination support to the organization's campaigns and advocacy work. The work of the Research and Policy Associate includes both qualitative and quantitative research to move campaigns forward, collaboration with experts, allies and stakeholders and critical coordination and outreach to help implement advocacy strategies. The Research and Policy Associate will participate in Working Partnerships USA campaign team meetings and support the Director of Public Policy and senior staff of the Policy and Research team, including the Director of Economic and Workforce Policy in campaign development, policy development, and implementation.

Campaign research, policy development and coordination

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

- Developing a research plan and timeline to support the goals of the campaign
- Tracking the current debates about particular issues, such as living wages, affordable housing, health coverage, tech workforce diversity, public pensions, or others as needed
- Conducting web and media searches to identify applicable solutions
- Gathering best-practice policies and evaluating how they could be applied locally
- Interviewing advocates and organizers to understand technically how a solution works and lessons learned
- Summarizing key findings through memos and presentations
- Coordinate and support special projects and events as needed including providing logistical support for actions, meetings and events, including scheduling, turnout, event staffing, compiling minutes, and other duties as needed
- Facilitate communication and collaboration with a broad range of stakeholders to build coalitions around specific policy issues, including outreach, meeting facilitation, mobilization, and conflict resolution

- Supporting our career development programs, including community outreach, classroom assistance, one-on-one follow-up, record-keeping, and related tasks
- Representing Working Partnerships at meetings with allies and supporters, coordinating and attending actions, and supporting the work of the campaign and organization as a whole, including attending events on weekends/evenings when needed.

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 our comprehensive campaigns. Depending on the campaign or project, the Research and Policy Associate may be involved in:

- Monitoring, tracking and summarizing local government agendas and public documents on a weekly basis
- Identifying relevant data sources for a particular research project
- Extracting and analyzing data from the U.S. Census Bureau, the California Employment Development Department, the California Health Interview Survey, the Bureau of Labor Statistics, the Bureau of Economic Analysis, and other sources
- Supporting organizers in developing, conducting, and analyzing worker and resident surveys
- Writing research briefs and policy papers that illustrate the meaning of the data to a variety of audiences; using data in compelling ways to tell a story
- Being a spokesperson to the media on the main findings of the report
- Making presentations to staff, board members, coalition partners, allies, and decision-makers on the data and conclusions

Required experience and qualifications

- 2-3 years of prior work experience, and a demonstrated commitment to worker and community organizing, economic justice, and social justice movements
- Experience as a researcher and/or policy analyst
- Exceptional written and oral communication skills and experience making presentations to multiple audiences
- Inquisitive, flexible and adaptable with strong initiative and follow through skills
- Excellent attention to detail and accuracy
- Accountable to both team goals and individual work-plan goals
- Experience working in multi-cultural settings
- Valid California driver's license and access to a vehicle
- 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
- Willingness to work some evenings and weekends
- Some travel is required, primarily within the greater Bay Area

Preferred qualifications

- Direct experience working in low-income communities of color

** Working Partnerships USA ** 2102 Almaden Road #112 San Jose, CA 95125 **

** Phone: (408) 809-2120 – www.wpusa.org **

** Check out our campaign to raise standards in the tech sector @ www.siliconvalleyrising.org **

- Experience in at least one of the following areas: local government policy, public budgets, land use, affordable housing, transportation, PLAs, living wage, workers' rights, sectoral analysis, strategic corporate research, or workforce development
- Familiarity with data analysis programs such as SAS, GIS, or IMPLAN a plus, but not required
- Bilingual in Spanish or Vietnamese a plus, but not required

SALARY AND BENEFITS

The salary for this position is \$50,000-\$55,000, plus a generous benefits package, including full family health insurance and 401(k). This is a full-time, exempt position with opportunity for advancement over time. Working Partnerships USA is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category.

Email cover letter and resume to: jobs@wpusa.org

The position will be open until filled and starts immediately.

Working Partnerships USA is an affirmative action employer, and we strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.

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