

DISABILITY RIGHTS NC POSITION DESCRIPTION

Job Title:	Policy Analyst	Date:	October, 2017
Reports to:	Director of Public Policy	FLSA:	Exempt
Location:	Raleigh, NC		

General Summary: Responsible for researching and analyzing disability policy issues and presenting Disability Rights NC positions on policy issues orally and in writing. Advocate for Disability Rights NC policy initiatives, both short-term and long-term, across disability groups, consistent with Disability Rights NC's priorities and programs. Advise staff on public policy initiatives.

Disability Rights NC's public policy activities cover a broad range of issues including but not limited to health care, education, employment, housing, transportation, voting, and criminal justice. This position may handle matters across several of these areas.

Demonstrates the following core values: relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

Essential Functions (with or without accommodations):

1. Ability to conduct research and analysis of state and federal law.
2. Ability to communicate effectively, orally and in writing.
3. Ability to travel. (Less than 10%)
4. Ability to occasionally work long hours and/or weekends.
5. Ability to record data into the agency's database.
6. Ability to organize and prioritize complex tasks.

Job Duties:

- Review and analyze pending state and federal legislation and communicate on its impact on people with disabilities, both internally to staff and externally to the public.
- Collaborate with issue teams in the development of systemic activities, as assigned by Director of Public Policy.
- Develop written materials, including policy statements, to communicate the policy goals of Disability Rights NC.
- Review proposed state and federal regulations and draft comments to federal and state agencies.
- Represent Disability Rights NC at coalition and community meetings.
- Research law and prepare memoranda, reports, and articles.
- Educate the community, lawmakers, and other advocacy organizations on disability rights policy initiatives.

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- Draft language for new legislation and proposed changes to laws and regulations, with input from teams and approval of Director of Public Policy.
- Assist Director of Public Policy in advocacy efforts at the NC General Assembly and with state agencies.
- Keep abreast of relevant developments in disability-related state and federal legislation and policies and inform staff of such developments.
- Assist in the planning and development of the agency program priorities.
- Work as part of a team and with diverse communities.
- Perform other duties, as assigned.

Requirements:

- JD degree
- Prior experience and expertise on disability issues or legislative advocacy experience helpful
- Minimum of two years relevant professional experience required
- Strong interest and/or experience analyzing public policy issues with the goal of promoting decisions that address the needs of people with disabilities
- Familiarity in using computers for word processing, data collection and communication
- Effective communication skills sufficient to communicate in complex factual situations and provide responsive information

Disability Rights NC is an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not discriminate in any aspect of employment with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status or any other characteristic protected by state or federal law.

Compensation Package that is competitive with other non-profits: Disability Rights NC offers excellent benefits and a salary based on years of experience. The attorney salary range is \$40,864 - \$82,087. Disability Rights NC offers a comprehensive benefits package that includes health, dental, vision, generous paid time off, 403(b) plan with a match, life insurance and disability coverage.

Send a detailed letter of interest explaining your qualifications and interest in the position, resume, and writing sample to resumes.hr@disabilityrightsn.org. No phone calls please.

Applications will be considered on a rolling basis. To ensure consideration, please submit by 11/10/17. Open until filled.