

Staff Policy Analyst

Position Summary

Do you enjoy using research methods to tell the story of how policy can impact the health of communities? Can you translate technical terminology to accessible language for all? Are you the master of moving projects from concept to implementation? Then read on!

Reporting to a Program Director, the Staff Policy Analyst will work with interdisciplinary project teams across a range of policy areas, providing public policy analysis through a lens of public health science.

ChangeLab Solutions seeks a Staff Policy Analyst to develop innovative policy solutions to critical public health challenges. The successful candidate will thrive in a fast-paced, creative environment and will demonstrate a high level of cultural competence in working with individuals and groups who come from diverse backgrounds and have different perspectives. This position is an exciting opportunity to develop practical tools for practitioners, advocates, and government staff who want to use policy and system change to improve health in communities across the nation.

About ChangeLab Solutions

ChangeLab Solutions creates innovative laws and policies to ensure everyday health for all, whether that's providing access to affordable, healthy food and beverages, creating safe opportunities for physical activity, or ensuring the freedom to enjoy smokefree air and clean water. Our solutions address all aspects of a just, vital, and thriving community, like food, housing, child care, schools, transportation, public safety, jobs, and the environment.

All ChangeLab Solutions staff will embody our organization's core values:

- *Collaboration:* We create strong working partnerships internally and externally.
- *Authenticity:* We support bringing one's whole self to work.
- *Excellence:* We are passionate about producing high-quality work to advance our shared mission.
- *Innovation:* We drive both practical and visionary law and policy solutions to public health problems.
- *Equity:* We believe in a shared vision of health for all.

ChangeLab Solutions has a strong commitment to building a staff that is rich with cultural, social, and intellectual diversity. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths and experiences in this area.

Key Responsibilities

Research, Analysis, and Writing (40%)

- Research and analyze federal, state, and local laws and policies

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- Research, evaluate, and synthesize the public health evidence base for policy and legal interventions
- Design and implement key informant interview protocols
- Collect, synthesize, and analyze a variety of primary and secondary research sources, including interviews, reports, demographic and health trends, municipal codes, general plans, zoning codes, economic analyses, policy documents, and academic literature
- Develop innovative tools and resources that meet the needs of our clients and partners; craft clear, easy-to-read products, such as fact sheets, toolkits, PowerPoint decks, peer-reviewed journal articles, op-eds, checklists, and policy guides

Technical Assistance and Training (40%)

- Provide accurate and tailored technical assistance to policymakers, advocates, public agency staff, and community groups about existing and proposed policies and strategies that promote public health
- Develop and deliver customized trainings to communities working to implement policy change
- Coordinate and deliver engaging, interactive trainings and presentations at workshops, conferences, and webinars

Relationship Management (20%)

- Cultivate relationships with existing and new partners and clients
- Assist in identification of new business opportunities and in development of program-related content for proposals
- Facilitate and contribute to internal and external dialogue that advances our innovative approach

Other duties as assigned.

Required Education, Experience, and Skills

- Graduate degree in relevant field (eg, MPH, MPP, MPA) plus 2 to 4 years of experience in a public health or policy organization (eg, advocacy organization, public agency, think tank, university research center); candidates may substitute 3 years of relevant experience for a graduate degree
- Experience with one or more of the policy areas in which ChangeLab Solutions works: parks, schools, shared use, housing, public finance, health equity, food systems, tobacco control, early childhood health, violence prevention
- Experience in conducting qualitative research and writing in public health or policy
- Ability to translate complex technical information into accessible and understandable concepts for a lay audience
- Good communication skills, including attention to detail in written and oral communications and public speaking skills for in-person and web-based trainings
- Strong computer skills, including capacity to effectively use MS Office (especially Word, Outlook, PowerPoint); prior familiarity is not required, but must be able to learn and master new platforms

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Required Personal Attributes

- Ability to manage multiple priorities, work on multiple topics and projects, work with multiple project teams, and take personal initiative
- Relationship management skills, to build and maintain relationships and to build credibility as a trusted advisor to partners, clients, and stakeholders
- Strong collaboration skills coupled with the capacity to work independently

Physical Requirements

- Ability to communicate via phone and email
- Ability to work at a computer for extended periods of time
- Ability to travel, including out-of-state travel, at least 25% time
- Ability to lift and carry 30 pounds—for example, to handle luggage during travel

Preferred Attributes (Not Required)

Strong candidates may also have two or more of the following:

- Experience in working with one or more of the following constituencies: public health departments, planning departments, local government staff, elected officials, advocacy groups, or community-based organizations
- Experience with working in a consulting environment
- Experience with cultivating client relationships that lead to new business in a consulting, nonprofit, or legal setting
- Experience in managing projects, including scoping projects, communicating with clients, and managing project budgets and timelines
- Experience with giving presentations or trainings on complex topics
- Experience in providing technical assistance on legal and policy topics
- Fluency in Spanish
- Education or experience at the intersection of relevant disciplines, policy areas, or settings (eg, master's degrees in public health and public policy, experience working as a violence prevention policy lead for an elected official)

Compensation, Benefits, and Perks

- Full-time, exempt position, salary range of \$59,000–\$67,000 per year
- Great benefits!
 - Health insurance: medical, dental, and vision coverage, with ChangeLab Solutions contributing 100% for employee and 50% for dependent premiums
 - Life insurance and long-term disability insurance
 - 403(b) with 5% employer contribution
 - Commuter benefits, including \$100 public transit subsidy
 - Flexible spending accounts (pretax health care and dependent care)
 - Funds for training and professional development
 - Generous paid time off package starting at roughly 4.5 weeks PTO, plus 10 holidays and one-week closure in December

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- Office location in the heart of Uptown Oakland
- Fiscally stable organization
- Work with a talented group of professionals who are committed to a shared mission

How to Apply

To apply for the Staff Policy Analyst position, please email all required information to jobs@changelabsolutions.org; please include **Staff Policy Analyst** in the subject line of the email.

The following items are required for a complete application packet: cover letter, resume, and writing sample.

Incomplete applications will not be considered.

Applications will be considered as they are submitted; the position remains open until filled.

No phone calls, please.