

Policy Analyst

The Maine Center for Economic Policy (MECEP) seeks a Policy Analyst to expand its work to achieve economic justice and raise revenue for historically underfunded communities and services. The ideal candidate will have excellent writing and communications skills, strong data research and policy analysis ability, be a team player, and demonstrate a commitment to advancing racial and economic justice.

The Policy Analyst will augment MECEP's state tax and budget work and build capacity to achieve better policy outcomes at both the state and local level. The Policy Analyst will produce timely, accessible, and reliable analysis related to public financing of education and local services, business tax incentives, and local economic policy. The Policy Analyst will also serve as a resource to local advocates and officials that seek to improve economic outcomes for low- and moderate-income individuals and families.

About MECEP

The Maine Center for Economic Policy provides citizens, policymakers, advocates, and media with credible and rigorous economic analysis that advances economic justice and prosperity for all Maine people. MECEP is an independent, nonprofit organization.

Duties and Responsibilities

The Policy Analyst's core responsibilities include:

- Work as a member of MECEP's team to develop and implement a proactive policy agenda and work plan.
- Conduct research and deliver high quality, credible, and accessible analysis on economic policy issues. Written materials include blog posts, op-eds, fact sheets, short reports, and longer research pieces.
- Build relationships with policymakers and engage in public outreach that advances legislative priorities.
- Work with progressive municipal and county-level officials to identify research needs, create a bank of model policies, and support their engagement in state-level policymaking.
- Respond to requests for information and technical assistance from policymakers, the media, and community partners.
- Represent MECEP in coalitions, at the legislature, and on committees as appropriate.

Skills and Experience

- A commitment to economic, racial, and social justice in Maine.
- Strong research and analytic skills and a commitment to delivering high quality, credible analysis.
- Excellent communication skills, including the ability to convey technical information clearly to a range of audiences.
- The ability to work both independently and as part of a team, to prioritize and manage multiple tasks and pivot as needed, and to complete assigned projects on time.
- Strong interpersonal skills with a commitment to provide respectful, culturally competent communication.
- The capacity to develop and maintain collaborative relationships with an array of individuals and organizations.
- Ability to employ critical and systems thinking and manage multi-faceted projects.

Compensation

The salary range for this position is \$45,000 - \$60,000 commensurate with experience. MECEP offers paid vacation, sick leave, and family medical leave, 12 paid holidays, and annual SEP-IRA retirement contributions. MECEP also pays for family health and dental insurance.

How to apply

To apply, send your resume, a writing sample, and a short email (no more than 300 words) telling us why you are interested in this position. Email: jharris@mecep.org by March 22, 2021. Please include "Policy Analyst" in the subject line.

MECEP is an equal opportunity employer committed to diversity and to building a team that represents a variety of backgrounds and perspectives. MECEP encourages people of color, women, immigrants, LGBTQ+ people, people with disabilities, formerly incarcerated people, and members of any other group that experiences adversity in hiring to apply.