

Policy Analyst

We currently have an exciting opportunity for a Policy Analyst to join our Policy & Legal team. This person's responsibilities include:

- Conduct research and policy analysis in support of the team.
- Review and prepare analyses of regulations, legislation, and other external policy proposals.
- Complete reports and prepare draft communications.
- Serve as point of contact for policy issues.
- Support the staffing and management of Policy & Legal team policy committee meetings including scheduling meetings and calls, creating agendas, preparing reports and drafting member communications.
- Compile, organize, centralize and maintain relevant information and data and ensure its accuracy.
- Liaise with ACLI members and staff on assigned issues.
- May staff or co-staff committees, task forces or working groups.

Bachelor's degree required. The ideal candidate will have one to two years of legislative, political, or legal research experience preferred; otherwise, demonstrated interest in policy issues. Strong proof-reading skills. Ability to establish rapport easily in person and by telephone. Ability to assume responsibility and make decisions when supervisors are unavailable. Ability to work quickly and efficiently in a fast-paced and noisy environment. Strong organizational, communication and interpersonal skills. Strong computer skills required including knowledge of Word, Excel, and PowerPoint.

Interested candidates should send their resumes to HR@acli.com, Attn: HR-Policy Analyst.