



**Job Announcement  
August 2011**

**Education Policy Analyst (with MA) or  
Legislative Staff Attorney (with JD)  
MALDEF  
Washington DC Regional Office**

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Policy Analyst / Legislative Staff Attorney** with a background and training in education to analyze and monitor the status of pending educational legislation and administrative policies and regulations for their impact on Latinos, and to work with congressional and executive representatives and community organizations to advocate desired policies.

**Job Responsibilities:** Analyzes and drafts legislation, policy issues and proposals, governmental regulations, rules, and executive orders. Researches, analyzes and prepares recommendations, position papers, testimony and other document. Participates in developing short- and long-term plans and strategies for legislative analysis and advocacy, preparing memoranda on potential and pending legislation. Regularly attends meetings with legislators and/or their staff, as well as hearings, press conferences, and relevant legislative meetings to submit written materials, to articulate MALDEF's position on educational issues and legislation, and to obtain information. Develops and maintains an appropriate network of ties to other organizations, experts, and interested and knowledgeable individuals with similar interests and goals, initiates and maintains coalitions, attends community events, and presents policy positions. Prepares reports of substantive legislative trends and relevant actions initiated and taken to promote advocacy of positions, and any continuing efforts in coalition building, lobbying or legislative strategies. Prepares reports of substantive legislative trends and relevant actions initiated and taken to promote advocacy of positions, and any continuing efforts in coalition building, lobbying or legislative strategies. Works closely with communications staff to develop relationships with the media and to obtain press coverage for education policy positions.

**Requirements:** Advanced degree (Masters Degree or Juris Doctor) required. At least 3 years progressively responsible experience in education, civil rights, and public interest fields are preferred. Evidence of ability to apply legal or educational training to legislative analysis is required. Excellent research, writing, and communication skills required.

**Desired Skills:** Legislative experience is a plus. Background in educational issues a plus. Knowledge and awareness of local, regional, and national issues affecting the Latino community preferred. Knowledge of civil rights policy and law, immigration policy and law, and/or education policy and law is desirable. Undergraduate and graduate majors and courses directly relevant to civil rights and advocacy concerns are also desirable. Fluency in written and spoken Spanish is preferred.

**Compensation:** \$45,000 to \$85,000+ per year DOE. MALDEF's generous benefits package includes: employer paid medical, dental, vision for employees and their eligible dependents; short and long term disability insurance; 403(b) retirement plan with employer match; 20 days of personal time (PTO) and eleven paid holidays each year.

**How to Apply:** Send cover letter, résumé, and 3 to 5 page writing sample by email to: [jobs@maldef.org](mailto:jobs@maldef.org) or by US Mail to: MALDEF Attention: Human Resources 634 South Spring Street, 11<sup>th</sup> Floor, Los Angeles, CA 90014.

Position Open Until Filled.  
**Equal Opportunity Employer**

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