



Policy Research Associate Position Description

Organization: Founded in 2002, Georgia Watch envisions a future of equity and justice for all Georgia consumers. Georgia Watch focuses on the issues we know have a significant impact on consumers' economic security and quality of life. We endeavor to close opportunity gaps, reduce health disparities, and protect consumers' hard-earned income.

Position Overview: Statewide consumer advocacy organization Georgia Watch seeks a confident and passionate public policy professional to serve as Policy Research Associate. Under the supervision of the Director of Policy and Access, the Policy Research Associate will help produce a range of issue materials, interface with our coalitions working to effect policy change, and assist in nurturing our statewide partnerships. The Policy Research Associate will:

- Lead the development of research-based policy papers and briefs addressing financial protection concerns, healthcare access and affordability, and barriers to racial equity to effect policy change;
- Support Georgia Watch's coalition-based advocacy efforts, particularly the Georgia Financial Protection Coalition, by convening partners, drafting issue briefs, one-pagers, research reports, testimony, talking points and other materials to make a research case for our policy goals around equity and consumer protection;
- Support Georgia Watch's ongoing advocacy efforts aimed at reducing medical debt and increasing billing transparency in Georgia;
- Represent Georgia Watch in a range of coalition activities, attending conferences, and making policy presentations to community groups to build grassroots support for pro-consumer positions; and
- Help maintain strong partnerships with government agencies, community-based organizations, professional associations, policymakers, legislators, academic partners, advocacy groups, and other stakeholders.

General Responsibilities, as needed:

- Respond to consumers who contact Georgia Watch for help by directing them to resources and making necessary referrals;
- Coordinate volunteers for specific projects;
- Assist with development of marketing and communications associated with organization's activities;
- Contribute to all social media and online outreach, including Georgia Watch blog and newsletter;
- Work with staff to coordinate annual Consumer Champion Award Celebration and other special events and meetings; and
- Support staff in completing additional tasks related to the day-to-day functioning of the organization.

Qualifications

The Policy Research Associate should be committed to Georgia Watch's vision and mission. We're looking for individuals with a track record of academic success and proven leadership ability.

Candidates must have a bachelor's degree (J.D. or master's degree in public administration, public health or a related field a plus), and preferably 2 years relevant professional experience.

Ideal candidates will demonstrate knowledge, experience, and interest in racial equity and consumer issues including healthcare, energy, personal finance, and access to civil justice. Familiarity with public speaking, advocacy campaigns, and/or grassroots political organizing is a plus.

Required Skills and Traits

- Outstanding multitasking and time management skills with the ability to work remotely -- must be able to manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Flexibility and capability to work well independently, as well as part of a team, in a fast-paced, entrepreneurial environment.
- Ability to interpret, explain, and apply applicable policies, laws, rules, and/or regulations.
- High attention to detail.
- Excellent written and verbal communication skills, with experience writing policy research papers.
- Ability to connect with a wide cross-section of people, including consumers, policymakers, advocates, and other professionals.
- Skilled in using software for the creation of project management tools, educational resources, reports and presentations.
- Previous experience writing grant proposals and grant reports a plus.
- Some state and local travel required.

Salary Range: Salary is based on experience.

Application Procedure/Deadline

Interested candidates should submit a resume, cover letter and writing sample by email to Executive Director Liz Coyle at lcoyle@georgiawatch.org. The posting will be open until the position is filled.

Georgia Watch is an equal opportunity employer. We recruit and select the most qualified candidates to fill job openings. We actively seek individuals who expand the diversity of the Georgia Watch team.