



### **Political Policy Analyst**

The Colorado House Minority Caucus is looking for a session-only Policy Analyst to provide in-depth research and analysis on a variety of political and policy issues. The right person for this role will be a detail-oriented and analytical thinker with strong research skills and a deep connection with issues facing Colorado. They'll be responsible for tracking legislation, analyzing potential impacts, proposing amendment ideas and the analysis of their impact on the legislation, and providing recommendations to inform our organization's strategic goals that bolster issue arguments and media talking points.

### **Key Responsibilities**

- Conduct in-depth research on political and policy issues relevant to the caucus's mission
- Track and analyze legislation, regulations, and other policy developments related to General Assembly business
- Prepare written policy memos and presentations summarizing research findings and providing policy recommendations
- Identify potential opportunities and risks related to public policy
- Build and maintain relationships with key stakeholders, including policymakers, lobbyists, and subject matter experts

### **Qualifications**

- Bachelor's degree in political science, public policy, or a related field
- 2+ years of experience in political or policy analysis
- Strong research, analytical, and writing skills
- Ability to translate complex information into clear and concise language
- Proficiency in data analysis and statistical software like Microsoft Excel and Google Sheets (preferred)

**Salary and Benefits:**

The salary range is \$50,000-\$60,000, depending on qualifications and experience. A competitive benefits package, is provided that includes health and dental insurance paid primarily by the employer, life insurance that is covered by the employer, a Defined Benefit or Defined Contribution PERA retirement plan, 10 paid sick days and 12 paid vacation days per year (not including state and federal holidays), 8 weeks of paid family medical leave after the first year, and a complimentary parking space or RTD ecompass.

**To Apply:**

Please email Nathan Fisher ([nathan.fisher@coleg.gov](mailto:nathan.fisher@coleg.gov)) with all required documents.

Subject: Application for Policy Analyst

Include:

- Resume
- Cover Letter
- References

Application window will be open Monday November 4th through Friday November 22nd close of business, with a preferred start date the first week of December 2024.