

Policy and Research Analyst

SAJE is seeking a creative and skilled individual to join us as a Policy and Research Analyst. We are looking for someone with strong communication skills to work as a researcher focused on disaster capitalism and equitable development. SAJE research is used internally to inform organizing strategy, to support policy initiatives, and to help frame our issues in the media.

Potential work includes:

- Researching the holdings and transactions of major landlords
- Researching “disaster capitalism”
- Supporting implementation of community benefit agreements
- Researching code enforcement violations and trends & supporting the development of a code enforcement campaign
- Other duties as needed

The Policy & Research Analyst will report to the Assistant Directors of Policy and Research:

Requirements

- Bachelor’s degree
- Minimum of 2 years of experience policy development and advocacy, project implementation, and/or research OR Master’s degree in public policy, urban planning, or another related field
- Ability to write and read well in English and to type
- Ability to produce excellent external communication work, including material for written, oral, and visual media
- Experience conducting primary research including interviewing, participant observation, and social mapping
- Experience conducting secondary research
- Facility with common database software and information sources, including, US government sources and studies such as economic analyses, public health studies, etc.
- Commitment to economic justice
- High computer proficiency and comfort
- Ability to lift and carry equipment
- Strong math skills
- Ability to use or learn to use widely available and commonly used software and to use a computer
- Ability to work well in teams and communicate effectively with other individuals
- Stand and walk for long periods of time, lift weights up to 50 pounds
- Strong commitment to social justice and an understanding of the challenges facing tenants in working class, immigrant communities

- A strong history of working with different kinds of stakeholders and groups including immigrant workers, low-income community residents, unions, community based organizations, academic institutions, and government gatekeepers and staff
- Good presentation, and speaking skills & capacity to explain complex information & issues in easy-to-understand manner
- Flexible in time and mind: there will be weekly evening commitments and work required during the weekend
- Organized and detail oriented; excellent time management skills and ability to prioritize work, strong capacity for independent and collaborative problem solving
- Disciplined in maintaining high standards in organizing tracking systems
- Carry on appropriate conversations and develop productive professional relationships.
- Able to perform a variety of duties even with distractions or interruptions, and adjust priorities quickly.
- Is professional in their work with colleagues and community members

Knowledge of ARCGIS or QGIS and bilingual in Spanish/English is preferred, but not required.

Location:

This position will be located in our South Central LA office, but will be working from home while we observe safety protocols during the COVID-19 pandemic.

To Apply:

Please send a cover letter, writing sample, and resume to apply@saje.net

Women, BIPOC, and LGBTQ+ candidates are especially encouraged to apply. We mean it. Don't just sit there thinking "I don't think I can get that job." If you're interested, apply.