



## **JOB TITLE**

Policy Analyst

## **ORGANIZATIONAL OVERVIEW**

The Lighthouse | Black Girl Projects is unabashed in its concern with, concentration on and work on behalf of Black girls. Its mission is to be a revelatory, unflickering light for Black girls and young women in the southeastern United States through focused programming and by creating spaces of solidarity and safety for them. This is done through Black feminist, community-focused, narrative-shifting lenses. The organization takes a holistic approach to the leadership development of Black girls and women through a consortium of projects. The projects are avenues by which Black girls in the southeastern United States are centered, from the research agenda to the programming, board room to legislative halls. The organization creates safe spaces for these Black girls with the goal of having their homes and communities be places where their safety and freedom are welcomed.

## **JOB OVERVIEW**

The Policy Analyst is responsible for conducting political research to help produce The Lighthouse | Black Girl Projects' yearly Legislative Report Card and collaborating on organizational and intra-organizational research initiatives to further The Lighthouse | Black Girl Projects' mission to be a revelatory unflickering light for Black girls and women. The Policy Analyst will use Quorum to conduct thorough political analyses and will be the driving force for constructing the organization's Legislative Report Card based on The Lighthouse | Black Girl Projects' Legislative Standards.

## **EXPECTATIONS**

- Study and have a thorough understanding of TL|BGP Legislative Standards
- Perform legislative analysis using Quorum software
- Create detailed yearly legislative report card based on TL|BGP Legislative Standards with information on and grades for legislators across the Southeastern United States
- Meet regularly (at least once a month) with Research and Advocacy staff to discuss legislation and give updates on Legislative Report Card Progress
- Work closely with Research Analyst II and Research Analyst I on policy information needed for research initiatives
- Compile and analyze legislative data and information to find greater ways to meet the needs of Black girls and women as well as all women and girls of color.
- Recommend policies and legislation to advance the lives of Black girls and women based on TL|BGP Legislative Standards
- Write reports on gaps or evident language in legislation proposed or passed in the Southeast that is harmful to Black girls and women
- Draft legislation with Black girls and women and other girls and women of color in mind to be presented to legislators who will hopefully sponsor the bills

## **QUALIFICATIONS**

- Experience analyzing policies and legislation.
- Experience collecting, interpreting, organizing and reporting data.
- Ability to prepare detailed research reports to present findings within and outside of the organization.



- Advanced communication and report writing skills.
- Attention to detail and commitment to accuracy.
- Ability to keep sensitive personal data and information shared during data collection confidential.
- Friendliness is appreciated.
- Legislative writing experience preferred but not required.

**THINGS TO NOTE**

Effective Date: January 2022 (Projected)

Job Status: Contract

Compensation: \$20,000

Reports to: Associate Director of Research

Location: Jackson, MS

To Apply: Email your resume and work samples to [jmiller@loveblackgirls.org](mailto:jmiller@loveblackgirls.org)