



CALIFORNIA BUDGET PROJECT

Job Announcement Policy Analyst

The California Budget Project (CBP), a nonpartisan, nonprofit organization that conducts research and analysis on a range of state tax and budget issues with a particular focus on issues affecting low- and middle-income Californians, seeks to hire a Policy Analyst to contribute to the organization's analysis of state tax, budget, and economic policy issues. The responsibilities of a Policy Analyst include researching and writing reports; analyzing state and federal budget and policy proposals; representing the CBP before state and local constituency groups and policymakers; providing assistance to community groups, legislative staff, and government officials; and analyzing social and economic data to identify the impact of state and federal policies on low- and middle-income Californians.

Qualifications for the Policy Analyst position include:

- A graduate degree in a relevant discipline, such as public policy, public health, economics, or urban planning.
- Outstanding written and verbal communications skills, including a demonstrated ability to communicate complex topics to non-expert audiences.
- Demonstrated ability to think strategically, identify opportunities, and develop public policy options.
- Strong analytic skills, including proficiency with spreadsheets and databases.
- Self-motivation, ability to work independently, and ability to prioritize tasks.
- Familiarity with legislative processes at the state or federal level.
- Willingness to work as a part of a team.
- Commitment to the goals of the CBP.

This position is full-time and is based in Sacramento. Salary will be based on experience and includes health and dental benefits. Applications will be accepted until the position is filled. To apply, send a resume, writing sample, cover letter, and three references by regular mail to:

Policy Analyst
California Budget Project
1107 9th Street, Suite 310
Sacramento, CA 95814
www.cbp.org

Or, send your application materials as a pdf attachment to cbp@cbp.org. Attachments sent in other formats will not be accepted.

The California Budget Project is an equal opportunity employer.

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