



## Job Opening: Public Policy Manager

**Location:** Washington, DC

### BACKGROUND

Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization with over 100 organizational members. Founded in 1990, HF seeks to support Hispanic families and strengthen Latino institutions through capacity building and grant-making, and through programs, services and policy advocacy in the areas of education, health, immigration, civic engagement, disaster relief, economic empowerment, and the environment. With offices in New York, Washington D.C., Connecticut, Florida, Puerto Rico, Rhode Island, and North Carolina, and a programmatic footprint in 20 states, HF uplifts millions of Hispanic children, youth, and families locally and nationally through three essential service pillars: membership services/grant making, community programs, and policy and grassroots advocacy. HF works locally, state-wide, and nationally to strengthen Latino nonprofits, promote public policy advocacy, and bring to scale a portfolio of innovative community programs.

### SUMMARY

Hispanic Federation (HF) is currently looking for an enthusiastic, engaging, and detail-oriented **Public Policy Manager** to join our team in Washington, DC. Responsibilities include providing substantial federal policy analysis in a rapid-response environment, legislative tracking, writing, and administrative support for the DC policy team. The Public Policy Manager will report to the Vice President of Federal Policy and Advocacy. Capitol Hill experience or 4+ years working in legislative affairs preferred.

### RESPONSIBILITIES

- Monitor, track, and summarize relevant federal policy, legislation, hearings, and votes;
- Perform substantial policy research, writing and editing of issue briefs, talking points, advocacy letters, op-ed/statement drafts, quotes, blog posts,
- Track the organization's federal advocacy activities, maintain internal tracking systems and assist in the development of new systems as needed;
- May participate in and act as a liaison for team projects, state offices, in issue coalitions, or other external meetings;
- Assist with scheduling and coordination of internal and external meetings, including note taking, tracking and scheduling congressional meetings and hearings;
- Assist with the planning and execution of federal advocacy days, and member fly-ins;
- Maintain work plans for all projects, and oversee intern program and assist with DC office operation functions;
- Assist with filing monthly lobbying, expense, and other reports, travel arrangements as needed, and oversee contracts.

### MINIMUM QUALIFICATIONS

- Excellent written and oral communication skills and ability to analyze and synthesize information quickly and accurately and present information effectively and accurately for different audiences are essential. Attention to detail a must.
- Bachelor's degree required. Hill experience/relationships strongly preferred; comparable legislative experience a plus.

- Intermediate level understanding of legislative processes, and experience tracking legislation, congressional and administrative activity preferred.
- Ability to develop and maintain work plans, meet deadlines, and manage multiple projects simultaneously.
- Demonstrated commitment to Latinx communities combined with knowledge of Latinx policy issues and understanding of intersectionality strongly preferred.
- Strong organizational and computer skills required, including Microsoft Office (Word, Outlook, Excel), and Google collaborative platforms.
- Bilingual written and spoken (English/Spanish) a plus.
- Proficiency with social media platforms and understanding of social media and online advocacy campaign experience a plus.
- Ideal applicants will be able to function independently as well as part of a team in a fast-paced environment, be a self-starter, have a professional demeanor, be results-oriented, curious, a fast learner, and an active supporter and participant in a collegial, fun, and productive work environment.
- Excellent references and at least 4+ years related work experience.

**Full/Part Time:** Full Time

**Paid?** Yes

The salary range for this position is \$53-60k and is commensurate with experience. Compensation includes a competitive benefits package with medical, dental, vision and a 403(B) retirement plan.

**Contact:**

Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to [careers@hispanicfederation.org](mailto:careers@hispanicfederation.org).