



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Environmental Justice & Community Development
Job Location:	317 Elm Street, Newark, NJ 07105
Job Title:	Policy Analyst
Reports to:	Title Deputy Director

Hours:	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments:
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JOB DUTIES

The **Ironbound Community Corporation (ICC)** is a 55-year-old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multilingual, multicultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The **Environmental Justice Community Development (EJCD)** team has wide reaching goals, from preventing gentrification to fighting for police reform to developing grassroots climate solutions. In all we do we are working to build alternatives we can believe in and working to defend our community.

ROLES AND RESPONSIBILITIES

The Policy Analyst will serve as a key advocate and strategist, focusing on advancing environmental and social justice initiatives. This role involves conducting research, analyzing policies, engaging with community organizations, and building strong relationships with stakeholders including government agencies and legislators to drive systemic change. They will conduct in-depth research on environmental and social justice policies at local, state, and federal levels, analyze legislation, and government programs for their impact on historically marginalized communities. They will also develop policy briefs, reports, and recommendations to support advocacy efforts, influence decision-making and drive systemic change.

We organize and advocate at the local, state, and national levels, addressing various issues such as environment, climate, goods movement, housing and displacement, green space, infrastructure, community planning and development, community land trusts, and urban agriculture.

The Policy Analyst will report to the Director of Advocacy and Organizing to develop and direct campaigns that advance our work's goals, as well as work with all members of the EJCD team to effectively push for change.

The ideal candidate will possess a strong relationship with Newark, along with the ability to work with flexibility and compassion. They will also embody the qualities of a thoughtful, creative, compassionate, and dynamic leader and manager, adept at leading a talented and diverse team. Essential skills for this position include self-motivation, strong leadership and management abilities, excellent writing and communication skills, flexibility, attention to detail, and the capability to navigate crises and rapid changes successfully.

Job duties include but are not limited to:

Policy Research and Analysis:

- Develop a process to review policy and advocacy campaigns to ensure they are strategically focused and driven by our mission and vision; and provide appropriate leadership and oversight to ensure success.
 - Develop policy briefs, reports, and recommendations to support advocacy efforts
 - Analyze legislation and government programs for their impact on frontline communities.
 - Conduct in-depth research on environmental and social justice policies at local, state, and federal levels.
- Coordinate local and state-level policy agenda:
 - Formulate and prioritize the organization's policy advocacy agenda and policy campaigns; monitor legislative developments and policy trends to adapt and refine advocacy efforts as needed.
 - Develop and implement professional development and staff engagement plans to prepare program teams for successful elected official engagement and advocacy efforts at the state-wide level.
 - Ensure cohesive and synergistic advocacy agendas by jurisdiction; this involves ensuring that advocacy campaigns, strategies, and priorities are consistent and complementary, rather than conflicting or duplicative
 - Provide support for the intake and processing of new initiatives and/or partnership requests and ensure that appropriate staff reviews the requests and are prepared to engage in a process for determining the feasibility of moving forward with such requests
 - Develop and implement professional development and staff engagement plans to prepare staff for successful elected official engagement and advocacy efforts at the local level.
- Track the progress of legislative agendas and policy campaigns and coordinate with the Frontline Communications Manager to promote the organization's policy developments with key stakeholders.

Community Engagement

- Collaborate with community organizations, grassroots groups, advocacy coalitions, government officials, and other stakeholders to build relationships and to understand and elevate local concerns.
- Facilitate workshops, listening sessions, and forums to gather input and inform stakeholders about policy developments.
- Empower communities through educational materials and tools that promote civic engagement.
- Represent the organization at meetings, conferences, and public hearings to advocate for policy changes and raise awareness of key issues

- Develop and execute strategies to raise awareness and support for key initiatives.
- Collaborate with the Frontline Communications Manager to create messaging, press releases, and social media content that align with policy goals.
- Represent the organization in public forums, conferences, and stakeholder meetings to raise awareness of key issues.
- Identify opportunities for partnerships and coalitions to amplify impact.

General Duties

- Contribute, participate, and collaborate in information sharing, briefings, and professional development training for policy and advocacy staff.
- Develop and manage programmatic initiatives and campaigns that move us toward our vision; and work with staff and leadership to develop, track and communicate project goals, timelines, and deliverables related to those initiatives and campaigns.
- Maintain effective multi-organizational coalitions and alliances.
- Ensure consistent internal policies and practices across all program teams while allowing for the proper flexibility when necessary.
- Maintain effective lines of communication amongst the program team, keeping the Deputy Director informed of all critical issues.
- Report to the Deputy Director, and other staff to document and shift our work to be inclusive of the intersections between climate, environmental justice, and housing justice
- Collaborate with organizers on a day-to-day basis to manage campaigns and to ensure that goals and objectives are achieved; coordinate with organizers to mobilize community members at strategic times to push for policy change
- Mentor and develop staff using a supportive and collaborative approach consistently.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Demonstrated ability to build relationships with diverse stakeholders, including community leaders and government officials.
- At least 3-5 years of experience in government, civil rights, racial justice, or other relevant fields
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Deep understanding and experience with public systems and policy.
- Proven track record of success leading high-impact and innovative policy advocacy campaigns.
- Demonstrated success working in partnership with local residents and community organizations, including experience building and working in coalitions.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the Board of Directors, senior management, and staff.
- A demonstrated track record of successful project management and staff management.
- Demonstrated success in delivering high-quality work products on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Demonstrated ability to highlight complex problems, develop and evaluate options, and implement solutions.

- Strong facilitation, consensus building and strategic thinking skills required.
- A team player with an attitude of service who can motivate others.
- Ability to coach and support senior leaders as policy advocates.
- Proficiency in policy analysis and an ability to translate complex concepts into actionable insights.
- Familiarity with legislative processes and public affairs strategies.
- Ability to work collaboratively with all constituent groups, yet also able to work independently
- Ability to be an inspiring, supportive and compassionate team leader
- Good listener, open to learning from people of all walks of life; from residents to attorneys to politicians
- Personal experience living in and/or working in a community like Newark
- Ability to determine and establish boundaries and taking care of your own needs to remain healthy, strong and happy; knowing that you have to care for yourself to truly be of service to the world
- Ability to establish clear structures of accountability in developing campaign goals and milestones

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person’s rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Maintaining an open door policy - feeling empowered to bring forward ideas and concerns in a respectful manner; and a willingness to hear the ideas of your colleague, community member, or direct manager
- Recognizing the unique contributions of each team member
- Maintaining boundaries - not everything is appropriate to share with colleagues and not all communication is right for work

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Participate in a culture of teamwork
- Listening with an open mind and being attentive to what others are saying, how they’re doing, and their perspective
- Offering assistance and providing support when you can

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Encouraging feedback from community members to involve them in decision making
- Sharing learning and mistakes

- Speaking honestly and not withholding important information and details

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Receiving or giving constructive criticism in order to strive for excellence
- Showing a commitment to focusing on solutions
- Apply consistent practices to move community work in a positive direction

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Making restorations, not blame, the goal
- Continuously tracking progress to achieve results
- Leading by example and holding yourself accountable

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range/Hourly for this position is **\$75,000-\$90,000** commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan.

If interested, please send a resume and cover letter to pmathews@ironboundcc.org with the subject line “**EJ Policy Analyst**”