



JOB ANNOUNCEMENT: STATE POLICY FELLOW

Location: Candidates may be based anywhere in Washington state. Position will require occasional in-person work in Seattle, Olympia, and elsewhere within Washington state

Reports to: Research and Policy Director

Salary Range: \$72,000-\$78,000 per year, in alignment with Budget and Policy Center compensation philosophy

The Washington State Budget and Policy Center (B&PC) seeks a State Policy Fellow to support our policy efforts to advance racial justice and economic dignity for all Washingtonians.

The Fellowship is a two-year program based in Washington state and sponsored by the Center on Budget and Policy Priorities (The Center), a national policy organization. The Center identifies candidates – with particular attention to those having experience with communities underrepresented in state policy debates – with a demonstrated interest in working on racial justice and public policies that affect communities living on low incomes.

The Fellowship is an exceptional opportunity to develop in-depth policy expertise. Fellows will receive training and career development, work with mentors, and have access to ongoing opportunities for professional growth. [More information about the Fellowship can be found here.](#)

The Washington State Budget and Policy Center is a dynamic organization with a vision for an equitable and healthy Washington state. We are interrogating and integrating our organizational processes as we adjust our work to be in alignment with our [commitment to anti-racism](#). This position will be part of these organization-wide conversations and support how this commitment is realized.

General Scope of Work:

The State Policy Fellow will work as policy analyst on the policy team to:

- Develop expertise in issues such as state budget and tax policies, health care, housing, immigration, education finance, tribal policy, family economic security, economic development, and criminal legal reform.
- Produce reports and other materials for use by policymakers, journalists, advocacy groups, and civic organizations.

- Track and analyze legislative and state budget proposals.
- Advance effective policy recommendations.
- Engage with media, policymakers and their staff, and a broad array of state and community organizations.
- Collaborate with community-based advocates to engage the public on the impacts of public policies on their communities.

Qualifications

Must Have:

- A college degree plus two years of relevant research experience. A graduate degree in a related field can be substituted for two years' work experience.
- Strong quantitative and writing skills.
- Demonstrated interest in working on public policies affecting low-income communities, communities of color, and LGBTQ communities, and policies with implications for racial equity.
- A commitment to racial justice work.
- The ability to work on multiple tasks both independently and as part of a highly collaborative team, often on a time-sensitive basis.
- Familiarity with state tax policy issues and concepts is an advantage, but not required.
- A two-year commitment is expected — candidates must be eligible to work full time in the United States for the duration of the program.
- Ability to travel to Seattle, Olympia, and other parts of the state approximately 2 to 3 times per month as needed for in-person meetings or events (travel expenses are reimbursed and all travel will be in alignment with public health guidance).

Nice to Have:

- Experience centering the knowledge of impacted communities by prioritizing community input, evaluating ideas with partners at the beginning of (and continually throughout) research and policy development, and rejecting a deficit-based frame.
- Fluency in a language other than English that is prevalent in Washington state (for example, Spanish, Mandarin, Cantonese, Vietnamese, or Russian).
- Graduate degree in a relevant field such as public policy, economics, social work, or law.

Salary and Benefits

The annualized salary for this position ranges from \$72,000-\$78,000 per year, depending on experience. Salary ranges are set in alignment with our organizational compensation philosophy, which is reviewed and updated regularly by the board of directors.

The Washington State Budget and Policy Center also offers a comprehensive benefits package including health, vision, and dental insurance, life and long-term disability insurance, retirement, employee assistance program (EAP), and flexible spending accounts. We also offer four weeks of paid vacation and five personal days per year in addition to 12 paid holidays and

generous sick leave. Each B&PC staff member also has a dedicated professional development budget of \$1,000 per year. Travel expenses will be reimbursed.

This position works weekdays during regular business hours; however, limited evening and weekend work may be required to respond to urgent needs or participate in community events. B&PC prioritizes an organizational work week and scheduling policy that allows for adequate employee rest, well-being, and flexibility and that meets the unique needs of each staff member, while balancing organizational and team needs. As of this job posting, B&PC is testing a work week structure that best reflects our values by piloting a 32-hour work week. While the nature of a pilot means we cannot guarantee that a 32-hour work week will continue to be in place for the long term, how and when we do our work is an active and ongoing dialog in our organization.

Currently, the Budget and Policy Center staff are working primarily remotely, and we anticipate maintaining a hybrid work environment with remote work options in the future. This position does require occasional in-person work at the Budget and Policy Center's Seattle-based office as well as some events and convenings in Olympia and other parts of Washington state, so candidates should be based in Washington state. Our primary office is located in the heart of downtown Seattle, with service from bus routes, light rail, and trains from around the region.

Fellows also participate in a career development program through the State Priorities Partnership that includes a program orientation in Washington, D.C., and additional professional development opportunities, including two policy conferences. State Policy Fellows receive formal and on-the-job training in tax policy, state budgets, the state legislative process, strategic communications, and legislative advocacy.

To Apply

To apply for the State Policy Fellow position, **please complete the [application form](#) on the [Center on Budget and Policy Priorities website](#) and submit the required materials by February 28, 2023.** B&PC plans to hold interviews in March and expects to make a hiring decision by April 1. The Fellow will join the team before August 1, 2023.

If you have questions, please contact Eric Figueroa at efigueroa@cbpp.org or Preston Parish at prestonp@budgetandpolicy.org.

The Budget and Policy Center values a diverse workforce and an inclusive culture. We encourage applications from Black, Indigenous, and People of Color; immigrants; people with disabilities; people of any sexual orientation or gender identity; and people with low-income backgrounds and other diverse life experiences. We value the lived experiences that our staff bring to bear on the work as deeply relevant expertise.