



**KANSAS APPLESEED**  
*Justice for all.*

## **JOB POSTING: Policy and Legal Research Analyst**

The Policy and Legal Research Analyst will produce high-quality, credible research in a range of forms across a variety of topics. The ideal candidate will have a proven ability to synthesize information quickly and succinctly, a passion for writing, and an entrepreneurial approach to developing new products.

### **About Kansas Appleseed**

Kansas Appleseed is a nonprofit, nonpartisan justice center that champions laws and policies that build a state full of thriving, inclusive, and just communities. We work with community partners to understand the root causes of problems, support strong grassroots coalitions, and advocate for comprehensive solutions so all Kansans can reach their full potential.

**Location:** Lawrence, KS, or remote (based in Kansas)

### **Responsibilities:**

The Policy and Legal Research Analyst offers an analytically-minded writer the opportunity to contribute to improving public policy in Kansas. The position will work closely with Campaign Directors and will report to the Executive Director. Responsibilities include:

- Quickly synthesizing information from multiple reputable sources, identifying the most relevant facts and figures, and summarizing the key points for brief products such as fact sheets or social media posts.
- Leading the development of high-level reports on a range of topics related to creating thriving, inclusive, and just Kansas communities. This position will have primary responsibility for drafting background and findings sections, including summarizing relevant data, working in conjunction with Campaign Directors to identify and draft recommendations, overseeing report timelines, and being responsible for seeing the report process through completion.
- Supporting work of the litigation team through policy research and data analysis. This may include analysis of discovery materials produced in litigation, assessing policy implications of proposed litigation, and working as a liaison with case experts and pro bono partners.
- Discussing and presenting research findings at conferences, with advocacy partners, and with the media.
- Obtaining administrative data from publicly available sources or requests to government agencies.
- Analyzing data to identify trends over time, by geography, or for subpopulations.
- Innovating, in partnership with the Communications Director and Campaign Directors, new products and ways of communicating information to varied audiences, potentially through infographics, Facebook Live chats, short videos, or other media.
- Supports campaign directors in drafting legislative testimony to support policy advocacy during the Kansas legislative session.

**Qualifications:**

- Proven ability to synthesize information quickly and succinctly
- Enthusiasm for writing, including an ability to write for a broad range of audiences
- Ability to take an entrepreneurial approach to develop new products
- Strong Microsoft Excel skills: comfort using formulas is a must, experience with lookup functions and pivot tables is preferred, knowledge of macros is not necessary
- Excellent time management skills and ability to meet deadlines in a fast-paced work environment

**Education:** Bachelor's degree in a related field and relevant work experience. Master's or Law degree preferred.

**Experience:** Experience working with policy development and/or policy advocacy preferred.

**Work environment:** Work is performed in a Lawrence-based office environment or a Kansas-based home office.

**Start date:** Flexible

**Compensation:** \$50,000-\$54,000 annually, plus benefits (premium health and dental plan fully paid by the employer; retirement employer match up to 3% of salary; PTO (3 weeks), health leave (2 weeks), and 16 paid holidays).

**To Apply:** Please submit a cover letter and resume addressed to executive director Jami Reeve via email using [applications@kansasappleseed.org](mailto:applications@kansasappleseed.org). Please put "Policy and Legal Research Analyst" in the subject line of your email. For first consideration, the application deadline is February 3, 2023.

Members of historically underrepresented or oppressed groups are encouraged to apply. Kansas Appleseed believes diversity and inclusion strengthen our communities and workplaces. Kansas Appleseed does not discriminate based on race, gender identity, religion, age, ethnicity, disability, military status, sexual orientation, pregnancy, marital status, or citizenship status.