

Tobacco-Related Laws Policy Analyst positions open to experienced candidates

October 2019

The American Nonsmokers' Rights Foundation (www.no-smoke.org) is looking to expand its Policy Surveillance Team. The Team maintains a database of state and local tobacco control laws, and provides information from the database to public health partners, advocates, researchers, and the media. We are looking for two new team members who have experience analyzing local and state laws, particularly public health/tobacco-related policies, and who are articulate, energetic, organized, and detail-oriented.

Possible position titles for the two individuals hired include Senior Policy Analyst, Policy Analyst, Associate Policy Analyst, and/or Laws Acquisition Assistant, dependent upon years of experience and level of laws analysis competency, which will be evaluated during the interview process. Our goal is to be flexible given the breadth of applicants received so as to create the two positions that make the most sense based on the particular skills and experience that the applicants bring with them.

The positions are perfect for those who would enjoy any or all of the following: (1) Analyzing local and state laws (training will be provided); (2) Communicating with local and state governments across the nation by phone and in writing; (3) Gathering and processing information; (4) Seeking out inconsistencies; and (5) Navigating/utilizing Access Databases.

These positions are full-time, 40 hours per week. The new team members will be members of, and work closely with, the Policy Surveillance Team, which is comprised of the Director of Data Management and Analysis, Senior Policy Analyst, Policy Analyst, and a part time Law and Policy Acquisitions Specialist. These positions report to the Senior Policy Analyst.

Responsibilities may include:

- Analyzes local and state tobacco control laws, including clean indoor air, clean outdoor air, Sales/Distribution including menthol and other flavored tobacco products, Youth Access, Advertising including content-neutral advertising and signage, Local Excise Taxes, and Conditional Use Permits, per established organizational analysis guidelines.
- Performs data entry of policy provision variables and other information from analysis forms into U.S. Tobacco Control Laws Database.
- Assists with acquiring local and state tobacco control laws or college policies as needed via phone, email, or government websites.
- Acquires historical or missing state laws, and/or conducts follow-up research on same.
- Prepares ordinances for analysis (pulling hard copy laws, printing appropriate accompanying forms).
- Participates in other law-related research projects and data entry as assigned.
- Assists in compilation and editing of quarterly smokefree laws lists.
- Attends working group meetings, including Policy Team.
- Assists program and other staff as needed.
- Other projects and duties as assigned.

Physical Demands/Environment:

- Work area may be noisy on occasion (shared workspace).

- The positions require manual dexterity/ability to perform repetitive tasks. Some time will be spent on electronic database records management - moving between fields, hunting and pecking, inputting information, typing, as well as doing Internet research, making phone calls, and working with files in filing cabinets.

Qualifications - Required:

- 2-5 years' experience performing policy analysis (legal, government, or health/other relevant non-profit advocacy setting preferred).
- Excellent attention to detail.
- Relevant College Degree.
- Excellent command of verbal and written English.
- Basic database navigation proficiency (in Microsoft Access preferred).
- Basic proficiency in Microsoft Word and Excel.

Qualifications - Preferred:

- Interest in health policy and advocacy.
- Previous experience analyzing tobacco-related laws and policies.

Salary DOE, salary range \$37,000 to \$60,000, dependent upon experience. Note the broad salary range due to different positions being offered. Excellent benefits package. These are full-time, on-site positions based in Berkeley, CA.

Send resume and a cover letter via email to: jobs@no-smoke.org. Note that applications without a cover letter will not be considered. Please be aware that, since the positions require excellent attention to detail, letters and resumes with typos or grammatical errors will not be considered. We are an equal opportunity employer and committed to building a diverse staff that represents the populations and communities we serve. People of all ages, ancestry, race, disability, gender, gender identity, religion, and sexual orientation are encouraged to apply. No calls please.

October 2019