



T E X A S Alliance for Life

Public Policy Analyst Job Description

Texas Alliance for Life (TAL) is a statewide, nonpartisan, nonprofit, pro-life organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicant must passionately share these views and have strong commitment to the highest ethical standards.

The purpose of this position is to assist the Executive Director and the Public Policy Committee in development and implementation of TAL's public policy efforts. This is a full time, salaried position with benefits including a health insurance package.

Essential job functions include:

- Help to develop lobby materials, issue papers, and other written communications.
- Track bills in the Texas Legislature and the Congress.
- Arrange visits and meet directly with legislators and staff.
- Research issues, statutes, administrative rules, and case law.
- Public speaking.

Qualifications:

- Bachelor's degree or equivalent; prefer degree in Political Science, Communications, Public Relations, or other related field.
- Master's degree or law degree a plus.
- Working knowledge of political and legislative processes, especially the Texas Legislature.
- Familiarity with biomedical ethical issues of abortion, euthanasia, stem cell research and treatment, and cloning.
- Ability to read and interpret statutes, bills, and applicable case law.
- Ability to do issue research via the Internet and other resources.
- Strong communication skills in writing, editing, and public speaking.
- Strong creative approach to projects.
- Strong problem solving skills.
- Highly skilled in working and communicating effectively with people and managing volunteers.

- Experience managing multiple projects.
- Ability to work both independently as a self-starter and as an effective team member.
- Ability to work well under pressure and tight deadlines.
- Ability to create materials for multiple audiences.

Competent using:

- MS Word and Excel in a Windows environment.
- PowerPoint.
- Database.
- Social media including Facebook and Twitter.

Send cover letter and resume to Ann Sterling at ann@texasallianceforlife.org.