



## POSITION ANNOUNCEMENT

### POLICY ANALYST

May 2026

#### About Every Texan

Every Texan believes that social justice requires public policy. Since its founding in 1985, Every Texan (formerly the Center for Public Policy Priorities) has leveraged public policy to expand opportunity and equity for Texans of all backgrounds.

Even though our state has enough resources for everyone to thrive, too many Texans can't access the conditions they need to do so. That's where we come in. We research, analyze, and advocate for public policies to achieve equitable access to quality health care, food security, education, and good jobs.

#### About the Role

We're looking for a **Policy Analyst** to join our Legislative & Government Affairs team. This is a full-time, exempt role for someone who thrives in a fast-paced environment and is excited to turn research, data, and lived experiences into policies that make a real impact.

In this role, you'll focus on strengthening public benefits systems—like childcare, paid leave, kinship care, and income support, to ensure they are equitable, sustainable, and accessible for all Texans, especially those historically underserved.

Every Texan is part of an ecosystem of advocacy organizations across Texas with a shared vision of a state where every Texan can thrive. You won't be working in isolation. You'll collaborate closely with community partners, advocates, policymakers, and colleagues across the state to drive change that matters.

#### Essential Duties & Responsibilities

- Analyze data and produce regular reports, briefing papers, and information alerts with an emphasis on equity. The reports and other resources you produce will be data-based, timely, credible, persuasive, and easily understood by audiences of all kinds, including media and the communities we work with.
- Develop and maintain extensive knowledge of national, state, and local data sources.

- Maintain effective working relationships and provide analytical support for state and local policymakers, the media, advocates, service providers, national organizations, and think tanks.
- Work in partnership with other equity-focused organizations to provide analysis and subject matter expertise.
- Successfully engage with people of diverse perspectives, backgrounds, and lived experiences with constructive and innovative ideas.
- Represent Every Texan in public venues, coalitions, and colleague networks.
- Attend various external and internal meetings, both virtual and in-person.
- Deliver testimony on policy at relevant state legislative, agency, and commission proceedings.
- Perform other duties as needed to advance our legislative and policy strategies.

## **Required Qualifications**

- Bachelor's degree or at least 3 years of relevant experience
- A strong commitment to advancing equity and expanding opportunity
- Experience in policy advocacy
- Ability to work independently, stay self-motivated, and solve problems proactively
- Strong public speaking skills, including the ability to present complex data to varied audiences
- Analytical and critical thinking skills, along with curiosity and initiative
- Excellent organizational and time management skills, with strong attention to detail and the ability to manage multiple priorities and deadlines
- Most importantly, you're a collaborator—someone who values teamwork, brings solutions to the table, and helps everyone on the team succeed.

## **Preferred Qualifications**

- Familiarity with Texas legislative processes, state agencies, or policymaking environments
- Experience with coalitions across community-based organizations
- Knowledge of federal and state policy issues related to equity, including structural and institutional drivers of disparities
- Demonstrated ability to use data analysis to inform policy recommendations
- Experience writing for public audiences, or translating policy for non-specialist audiences
- Experience working with communities most impacted by inequitable policy outcomes

## **Working Conditions & Physical Requirements**

- This role is primarily remote, with periodic in-person meetings in the Austin area. Candidates must reside locally and be able to travel to the Texas Capitol, legislative offices, and nearby meeting locations as needed.
- The position involves extended periods of computer-based work, participation in virtual and in-person meetings, and regular communication (both verbal and written). During legislative sessions in particular, the pace of work can increase, and schedules may include longer or irregular hours.
- The role may also include:
  - Moving between meeting spaces, sometimes in busy or crowded environments
  - Presenting information or providing testimony in public settings
  - Occasional lifting or transporting of materials (up to approximately 25 pounds)
- We recognize that there are many ways to successfully perform this work. If you are excited about this role but your experience or abilities don't match every listed expectation exactly, we encourage you to apply. Every Texan is committed to providing reasonable accommodations and creating an inclusive environment where all employees can thrive.

## **Compensation & Benefits**

- Salary: **\$62,250 to \$74,250**
- Comprehensive benefits package
- Eligible for union membership

## **How to Apply**

Send your resume and a comprehensive cover letter to [apply@everytexan.org](mailto:apply@everytexan.org) with *Policy Analyst* in the subject line. Applications are reviewed on a rolling basis until the position is filled.

## **Every Texan is an equal opportunity employer.**

Qualified applicants are encouraged to apply regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, LGBTQ or any other characteristic protected by law.

If you require assistance or reasonable accommodation during the application or interview process, please contact HR at [apply@everytexan.org](mailto:apply@everytexan.org).