



Policy Analyst

Reports to: Policy Director

Annual Rate: \$65,000-\$70,000 a year with competitive benefits.

Position Type: Full-time, 40 hours a week. Staff work in TCC's Seattle office on Tuesdays and Wednesdays.

About Transportation Choices Coalition

Transportation Choices Coalition (TCC) is Washington State's leading non-profit organization working to expand transportation choices for everyone. Based in Seattle, our vision is to create vibrant and affordable communities connected by great transit for all Washingtonians. Our programs are focused on educating and building support for more transit, developing cutting edge policies to make it easier and more affordable for people to get around by rail, bus, mobility device, bike and foot and winning new funding to support these transportation choices. In the last decade, we have won nearly \$30 billion in transit, bike and pedestrian investments.

TCC strives to be a great place to do great work. We prioritize a collaborative, team-oriented culture where everyone has a high level of ownership and performance in their roles, where we prioritize a regular practice of collective programmatic and operational anti-racism work, and where we care for ourselves, each other, and our community. We are a flexible workplace and place high priority on the health and well being of our staff.

About the Role

The Policy Analyst is a key member of TCC, working with the team to understand and improve the myriad policies that guide how Washington's transportation system work, helping shape TCC's policy priorities, providing critical coverage and analysis of legislative and agency actions and their impacts. The ideal candidate will bring a passion for equitable transportation and systems change.

Working closely with the Advocacy and Communications staff, and reporting to the Policy Director, this person has a comprehensive understanding of how transportation systems are funded and shaped by local, regional, state and federal policies, as well as legislative and other decision-making processes. They help understand the impacts of both new and existing policies and where there is room for improvement. They help the Communications Manager educate our audiences on these policies and processes, support the Advocacy Director in identifying opportunities for policy change, and provide the Policy Director with guidance on policy positions.

In any given week, they might be reviewing proposed state legislation, researching national transportation best practices, analyzing an Environmental Impact Statement, preparing talking points for a public hearing, reviewing a long-range regional plan, attending a stakeholder coalition call, representing TCC in a policy effort, or watching a county council meeting.

Flexible schedule with some night and weekend work required.

Key Responsibilities

Review and analyze policy and planning documents - 40%

- Read and review proposed legislation, policy and planning documents (including local and state legislation, agency policies, and transportation, modal, or comprehensive plans), using TCC's framework
- Provide critical analysis of these documents, identifying positive, problematic, and missing components.

Develop Policy Recommendations - 20%

- Use policy analysis to develop recommendations for potential changes to proposed documents or opportunities for changes to existing policies.

Policy Research & Understanding - 20%

- Read reports, studies, news, and other sources to understand best practices.
- Attend meetings with agency staff to better understand policies, and offer feedback and suggestions in line with TCC's advocacy agenda.
- Attend coalition meetings to learn about partner policy perspectives and represent TCC.
- Attend elected Board and other meetings to hear policy briefings.
- Represent TCC in policy development spaces, such as stakeholder groups.
- Read and review existing laws, policy and planning documents (including local and state legislation, agency policies, and transportation, modal, or comprehensive plans), using TCC's framework, to ensure TCC staff understanding.

Other TCC Team Support - 10%

- Assist policy team and full TCC team with understanding existing policies and potential impacts to support with advocacy, communications, events, and development efforts.
- Work with Advocacy Director to provide talking points for comment letters and testimony.
- Work with Communications Manager to provide information for blog posts, one-pagers, and more.
- Collect policy updates for our weekly statewide stakeholder call.
- Support at all-team events, such as Transit Trivia and the annual gala.

Internal, planning, cross-functional support - 5%

- Produce an annual work plan with metrics tied to overall organizational goals.
- Pursue professional development opportunities.
- Participate in team check-ins and events.

Racial Equity Action Plan - 5%

- Participate in staff development and trainings.
 - Apply Racial Equity Action Plan to Policy Analyst work plan.
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Primary Qualifications

- 2+ years in policy analysis, transportation planning, urban planning, or policy research experience or related experience.
- Familiarity with government processes.
- Familiarity reading government documents.
- Familiarity in transportation and related issues.
- Excellent writing, editing and verbal communication skills.
- Excellent close reading and critical thinking skills.
- A strong commitment to racial equity and anti-racism, and continuous learning.
- The ability to prioritize, manage and coordinate multiple tasks, sometimes in a fast-paced, evolving, and political environment.
- A self-starter who is comfortable working in a team environment, with external stakeholders including partner organizations.

Secondary Qualifications

- Lived experience without a car; using transit as a primary mode of transportation or as transit dependent.

The Successful Candidate Will

- **Center racial equity.** We acknowledge historical inequities and commit to shift power, resources, and decision-making to communities of color and those most impacted by issues related to transportation. As an analyst, you are keenly aware of how policies can and have been used to oppress marginalized communities.
- **Be relationship-oriented and embrace collaboration.** You recognize the deep importance that relationships with colleagues and allies play in our work, and you build rapport and trust with others.
- **Be thoughtful and follow through on commitments.** Communicate clearly, honestly, and openly. If you cannot keep a commitment, explain why and renegotiate well in advance. Ask for what you need and be willing to give and receive feedback at all levels.
- **Have an eye for details.** Being able to carefully comb through complicated and dense documents for information that may have intended or unintended consequences is a critical component of this job.

Compensation and Benefits

This is a full-time, 40 hour per week salaried position based in Seattle starting at \$65,000-\$70,000 a year. Competitive benefits package including fully paid medical, dental and vision insurance, retirement matching, vacation/sick policy starting at four weeks, 8 set and 3 floating holidays, \$1,000 annually in professional development funding, cell phone reimbursement, and a yearly transit pass. We are a flexible workplace and place high priority on the health and well being of our staff.

TCC prioritizes diversity and inclusion. Women, non-cis gendered people, people of color, and individuals from under-represented communities are strongly encouraged to apply. TCC welcomes applicants to share anything about their life experience that has prepared them for the position they are applying for.

Employment at TCC is based upon individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical, or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.

To Apply

Submit a cover letter and resume in a single PDF document by email to Kelsey Mesher, Deputy Director, at jobs@transportationchoices.org; indicate "Policy Analyst" in the subject line. No phone calls please.

Applications are due Feb. 10, 2023.

For more information about TCC, visit www.transportationchoices.org
