



Louisiana
APPLESEED

POLICY ANALYST, POSITION DESCRIPTION

Status:	Exempt
Reports to:	Executive Director
Supervises:	Volunteer Attorneys & Law Clerks/Interns
Type:	Full time
Location:	New Orleans or Baton Rouge. Part time remote work possible after probationary period.
Travel:	Some travel may be required. Candidates should have regular access to reliable transportation.

BACKGROUND

Louisiana Appleseed is a non-profit, non-partisan 501(c)(3) organization founded in 1997, and reconstituted in 2007. Louisiana Appleseed solves our state's toughest problems at their root cause by advocating for Access to Justice, Opportunity, and Education. We believe that our state will be stronger through fair and equitable access to the courts, the economy, and public schools. To accomplish this, we build bridges between vulnerable communities and our extensive network of pro bono professionals to develop meaningful and sustainable solutions that help justice take root.

Established in 1993 by members of the Harvard Law School Class of 1958, the Appleseed Network has grown to be a collaborative of nonprofits dedicated to help organize, establish, and guide a network of 16 public interest law centers across North America. Louisiana Appleseed was founded in 1997 and re-constituted in 2007 when New Orleans-based law firm, Adams and Reese entered into a partnership with national Appleseed to open a Louisiana center.

Our approach is unique: we engage volunteer attorneys and other professionals to partner with us to create policy-oriented research and advocacy. We work with government, legal services and other nonprofits to identify systemic problems, formulate solutions, and engage pro bono counsel to effect change. We provide a link from government and the business sectors to lawyers who want to use their skills and resources to help strengthen our state and its residents. Our innovative approach allows our organization to achieve its mission and create maximum impact in a cost-effective manner.

Appleseed executes 3 programs to fulfill our mission. Our Access to Justice Program is focused on fair and equitable courts. Partnering with the Louisiana Bar Foundation, Appleseed evaluates the effectiveness of support Louisiana's legal aid using GIS and case data from our partnering direct legal service providers. Appleseed also provides insights to obstacles in the law supporting domestic violence survivors. Additional projects serve our goal to ensuring individuals receive fair treatment when court assistance is necessary.

Our Access to Opportunity Program evaluates whether our economic system in Louisiana promotes wealth building strategies for vulnerable and communities of color. Appleseed has worked on heir's property issues since Hurricanes Katrina and Rita. Heirs' Property involves properties passed informally through generations without a will. To address deficiencies, Appleseed has supported legislative changes to existing law to unlock access to valuable assets in low-income communities. Additionally, Appleseed has reviewed and is providing recommendations in partnership with the Wilson Foundation on the legal framework supporting the use of suspending drivers' licenses for debts owed to the state. Past projects have focused on access to banking services in low-income and underrepresented communities, changes to homestead exemption laws, and annual revisions to the state's Disaster Manual.

Our Access to Education Program seeks changes to existing systems to support equitable environments in Louisiana's K-12 public school system so that children can thrive. Partners have included the Greater New Orleans Foundation, and Blue Cross Blue Shield of Louisiana with our efforts to change the legal and financial structure through which schools receive federal assistance in providing two free nutritious meals to Louisiana's children. Other projects have also included providing support on compliance topics for newly formed charter school boards.

Louisiana Appleseed has made significant positive changes in Louisiana in partnership with corporate law firms nationally. Our projects engage pro bono volunteers, predominantly attorneys, to research topics under our program umbrellas. Pro Bono partners have included Adams & Reese, Phelps Dunbar, the Law Firm Antiracism Alliance, Polsinelli, and many others. Our policy initiative alongside with our corporate partners, organizational allies, and government colleagues provides a solid pathway for equity to take root.

POSITION SUMMARY

The Policy Analyst will provide specific support for Louisiana Appleseed in the areas of project development, cultivation, and evaluation. The Policy Analyst is a key player in identifying structures within the state's legal systems that create or perpetuate inequitable treatment of its citizens and developing strategies to improve those structures alongside our pro bono partners. When projects are accepted through the Appleseed matrix and rubric for acceptance under 1 of our 3 program umbrellas, the Policy Analyst directs and evaluates proposed policy solutions. The Policy Analyst is expected to work closely with Louisiana Appleseed Executive Director and volunteers on all projects in our portfolio. The Executive Director will supervise the Policy Analyst on a daily basis, and cultivate opportunities for volunteers.

Qualifications:

- Commitment to Louisiana Appleseed's mission and approach to the work.
- Commitment to social justice issues and apply this dedication to project work.
- Strong policy, legal, leadership, organizational, and communication skills.
- Ability to generate, synthesize, and screen ideas.
- Ability to build and maintain effective working partnerships with volunteers.
- Willingness to undertake issues of a diverse nature to see projects through to completion.
- Ability to work effectively with the leadership of Louisiana Appleseed, including the Executive Director, Board of Directors, and project partners.
- Ability to interact with people at all levels, maintain confidentiality, and handle detail with accuracy.
- Possesses self-motivated and solution-oriented professional skills.
- Ability to function under pressure and meet deadlines.
- Skillset to map issues visually using GIS and online infographic software.
- Law degree preferred, but not required.

Primary Responsibilities:

- Collaborate with staff members, volunteers, and organizational partners.
- Coordinate all aspects of legal and data research by volunteers to ensure creation of cohesive strategies.
- Identify ideal methods of research for solution building.
- Integrate Appleseed's diversity, equity and inclusion principles in both internal operations and external publications.
- Understand and document needs, concerns, and viewpoints from organizational stakeholders.
- Gather, analyze, integrate, and report on quantitative and qualitative data on every active project.
- Formulate policy reports that synthesize information, benefit constituents, and display evidence.
- Engage professionals, and work effectively with volunteers for projects.
- Submit article or peer reviewed publication annually on behalf of and in connection with Louisiana Appleseed and our programming. (Publication outlet will require review from the Executive Director prior to submission.)
- Maintain database with information regarding volunteer activities.
- Update all project management platforms/tools.
- Identify and track program-related proposed legislation.
- Research and draft summaries for periodic reporting.
- Maintain high morals and ethical standards for research and analysis.
- Serve as an advocate for Louisiana Appleseed's policy work on the local, state, and national level, which may include meetings with key policymakers and stakeholders.
- Prepare program materials for board and committee meetings. When appropriate, present project updates to Board of Directors. Attend board committee meetings as staff liaison and take minutes as necessary.
- Create and disseminate quarterly Newsletters and educational social media graphics on important developments with our active projects.

Secondary Responsibilities

- Assist with creating and editing program materials, press releases, events calendar updates, and other items that may be publicly disseminated.

- Assist with Appleseed events—including Gala, quarterly CLEs, quarterly speaker series, Annual Legislative Breakfast, etc.—and the development of website and promotional materials that showcase programming work.
- Assist staff with seeking and securing funding from law firms, corporations, foundations, and individuals for project-based and operational support.
- Assist with developing media stories/communication materials and use media proactively underscore and highlight Appleseed successes and progress on initiative areas.

Salary and Benefits

Opportunity for growth, plus benefits including health, dental, 401(k), paid sick days, and paid vacation after 1 year of service. Louisiana Appleseed is an equal opportunity employer and encourages applications from all persons regardless of religion, race, gender, age, nationality or sexual orientation.

To Apply

Please send a cover letter with salary requirements, resume, project sample, and a list of three references via email to AWheeler@LouisianaAppleseed.org with “Policy Analyst Application” in the subject line. Project samples should include a summary of the problem presented, a discussion of potential solutions, the final solution proposed, and related educational materials to advance the solution. If a project sample is not available, a legal writing sample may be submitted in its place. Please send all materials in a single pdf with a filename “Lastname, Firstname – Policy Analyst”. If you have any questions, please contact Adrienne Wheeler at 504-561-7312.