



Policy Analyst (One-year term)

Bayou City Waterkeeper (BCWK) seeks a full-time Policy Analyst to join our growing, interdisciplinary, and highly collaborative team working toward water justice across the Lower Galveston Bay watershed. This is a one-year grant-funded position with an opportunity to continue beyond the grant period.

Job Description

The Policy Analyst will help BCWK understand water investment policies and programs at the state and local levels, with the goal of advancing equity and nature-based approaches in water infrastructure across the greater Houston region. This position will be responsible for analyzing and tracking policies and legislative activities; supporting the development and maintenance of policymaker, decisionmaker, and community partner relationships; and leading policy-related communications including public comments, fact sheets, and talking points to advance BCWK's policy stances. This position will also work closely with the Water Justice Organizer and the Organizing and Cultural Strategies Manager, who will lead advocacy and community outreach in collaboration with this position. The Policy Analyst will report directly to our Executive Director.

About Bayou City Waterkeeper

Bayou City Waterkeeper is a water justice organization working across the [Lower Galveston Bay watershed](#) that encompasses greater Houston, for more than two decades. With law and science, we work with local communities to build power, fill gaps in regulatory enforcement, and push back against water injustices and irresponsible development. Our key program areas are Clean Water, Protecting Wetlands, and Just Climate Transitions. Learn more on [our website](#).

Our Values

Recognizing the complexities of our watershed, the challenges we face to protect our waters from the harms of urban development and industrial activities, and the importance of being responsive to the needs of the communities we serve, our work is guided and informed by five values:

- Interconnectivity: Collaborate across disciplines and create multiple ways to engage
- Fluidity: Embrace movement and adaptability in our work
- Bold action: Have hard conversations, disrupt dysfunctional systems, create new frameworks, bring together unconventional allies, and move data and research into action
- Justice and equality: Call out and act to undo inequities in our watershed
- Regeneration: Embrace water as a site for healing, joy, celebration, reflection, and growth

Responsibilities

- Research, track, analyze, and provide regular assessments of legislative and policy activity relevant to our issue areas
- Draft and edit policy, advocacy, and public-facing materials including fact sheets, talking points, blog posts, and media presentations as needed, in coordination with the Communications Manager, in order to build robust public support
- Analyze regulations, peer-reviewed science, white papers, reports, and media to develop a deep understanding of the subject matter and inform BCWK's policy priorities
- Participate in meetings, webinars, and presentations on relevant topics at the federal, state, and local levels
- Provide public comments or testimony before various governmental bodies, (i.e., Houston City Council, Harris County Commissioners Court, and the Texas State Legislature)
- Work with staff leading campaigns to research and identify policy stances
- Attend and support regular meetings, calls, and communications with policymakers and stakeholders
- Expand community capacity to advocate on water justice issues by providing policy based support and analysis
- Work with Executive Director and staff to build community and government awareness on key policy issues through public education, government relations, collaboration with frontline community leaders, and media strategies
- Provide strategic advice on public policy issues to the Executive Director and staff
- Assist with grant reporting, data collection, storytelling on social media

Qualifications & Requirements

*Highly competitive candidates will have some combination of:****

- Working knowledge of policy-making and political processes in Houston, greater Houston region, and State of Texas
- Strong writing and analysis skills
- Ability to translate policy and technical concepts to community members, partners, and staff
- Detail-oriented with strong organizational skills and time management
- Experience with water, climate, infrastructure, and/or energy policy and familiarity with environmental justice, One Water, and/or just climate transition frameworks
- Commitment to racial justice, anti-racism, and understanding of and commitment to using anti-racist lens in advancing justice, equity, diversity, inclusion, and accessibility
- Self-motivation, creativity, organizational skills, and a diligent and efficient work ethic
- Experience working with diverse communities
- Preferred experience in public policy, advocacy, or law which can be shown through volunteer work of family obligations, but not required
- Desire to learn how to develop and implement effective policy-change strategies centering impacted communities and/or demonstrated commitment to centering impacted communities
- Bachelor's degree or equivalent education and work experience preferred
- A love for our region's people and ecosystems

****Research shows that women and people of color are more hesitant to apply for a job because they may not meet all of the qualifications listed. The candidate hired may not precisely meet all of these qualifications, but will show the desire and capacity to grow into the role and fit within our small, close-knit team. If you feel passionate about our efforts and believe you have the skills to contribute to the growth of our organization, we want to hear from you.*

Schedule/Location

We allow for flexible work schedules so our staff can be responsive to community needs and balance work and personal responsibilities. Our standard week is 36-40 hours. Occasionally, more than a regular week, including some evenings and weekends, will be necessary. Some local travel is required. Our staff meets in person once per week, and when necessary or beneficial, staff may be expected to meet with partners or attend other events in person (COVID permitting). Otherwise, our work is virtual. Given the place-based, community-centered nature of this work, staff must live within [the Lower Galveston Bay watershed](#).

Salary & Benefits

\$50,000 - \$60,000 Benefits include: unlimited paid leave, paid holidays, and paid parental leave; subsidized group healthcare, dental, and vision coverage; BCWK-funded IRA contribution; and negotiable flex hours. This is a full-time, at-will, exempt position.

Application Instructions

For equal consideration, please send a resume and letter explaining your interest to careers@bayoucitywaterkeeper.org with subject line "BCWK Policy Analyst" by June 15, 2023. The interview process will include two stages. A final decision is expected by mid-June. The position is expected to start by July 15.

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are given equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.