

Policy Analyst

We are currently seeking an assertive, self-starter to join our team to work in the Office of the General Counsel and Policy Development departments. Responsibilities include:

- Research subject areas
- Prepare analyses of model legislation
- Complete reports and prepare draft communications at direction of supervisors.
- Perform research on assigned issues.
- Conduct telephone and in-person meetings.
- Provide administrative support to supervisors.
- Gather information and serve as point of contact for policy issues, as assigned, and for assigned supervisors.
- Support supervisors' management of or manage directly assigned committees, meetings and administrative issues.
- Centralize and maintain relevant data and ensure that it is accurate and available to supervisors, other ACLI staff and member companies on a timely and relevant basis.
- Liaise as warranted with ACLI members and staff on assigned issues.

Ideal candidate will have a Bachelor's degree. One to two years of legislative, political, or legal research experience preferred; otherwise, demonstrated interest in policy issues. Strong proof-reading skills. Ability to establish rapport easily in person and by telephone. Ability to assume responsibility and make decisions when supervisors are unavailable. Ability to work quickly and efficiently in a fast-paced and noisy environment. Strong organizational, communication and interpersonal skills. Good telephone skills. Strong proficiency using Word, Excel, PowerPoint and other programs as required.

American Council of Life Insurers
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