

Policy Analyst

We are currently seeking an assertive, self-starter to join our dynamic Policy Development team. Responsibilities include: a) provide technical support to supervisors, b) gather information and serve as point of contact for policy issues, c) support supervisors' management of or manage directly assigned committees, meetings, and administrative issues, d) 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, e) liaise as warranted with ACLI members and staff on assigned issues.

Candidates should have a bachelor's degree with one to two years of technical, legislative, political, or legal research experience preferred. Must have a demonstrated interest in technical policy issues (e.g., actuarial, accounting, solvency, capital requirements, etc.). 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, problem solving, and interpersonal skills. Good telephone skills. Strong proficiency in a Personal Computer environment, including knowledge of Word, Excel, PowerPoint.

American Council of Life Insurers
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