



California Budget & Policy Center

Independent Analysis. Shared Prosperity.

Job Announcement Publications and Data Visualization Strategist

The California Budget & Policy Center (Budget Center) seeks to hire a **Publications and Data Visualization Strategist** who will be a critical part of our team in helping ensure our widely publicized and detailed resources are effectively and creatively designed and formatted for core audiences. These audiences include policymakers and their staffs, advocates, community leaders, and the media, as well as members of the public with an interest in how state policies can promote shared prosperity for Californians with low and middle incomes.

About the California Budget & Policy Center

The team at the Budget Center works every day to build a more inclusive California where everyone has the opportunity to participate fully in the state's economic, social, and political life. This requires our state to make smart policy choices and public investments. By examining the most pressing budget and policy issues and making them accessible and more understandable, we aim to broaden participation in state policy debates and help foster outcomes that work for all Californians, especially those individuals and communities who have not yet shared in our state's economic prosperity.

How This Position Advances the Budget Center's Work

The Publications and Data Visualization Strategist is a valued member of the Budget Center's growing team with responsibility to help ensure that reports, analyses, and publications are accessible for a wide and expanding audience that relies on the organization's resources to shape budget and policy choices. The Budget Center is committed to advancing equity and inclusion and seeks to create an environment and culture that embraces employee differences.

Roles, Responsibilities, and Qualifications

Key roles and responsibilities include:

- Manage the design, formatting, production, quality control, and creative direction of analyses and publications on issues covering California's state budget and policies affecting the lives of Californians with low and middle incomes.
- Format text, tables, charts, and spreadsheets into organization's templates.
- Provide colleagues with innovative format and design solutions or variations and guide analysts on data visualization opportunities for publications and projects.
- Work collaboratively with multiple teams and individuals to maintain production schedules and deadlines.
- Work closely with the Director of Strategic Communications and Communications Strategist to strategize, plan, and schedule project displays, timelines, and finalization of products.
- Advance the latest design and visualization trends, techniques and tools and identify opportunities to enhance existing templates and publications.

- Support upholding editorial style, organization style guide, and copy editing.
- Manages relationships with vendors for printing of publications and ensuring accessibility compliance for documents.
- Ensure work products adhere to organization brand, templates, style consistency, and quality standards.

Qualifications for the position include:

- Commitment to social, economic, and racial justice.
- Strong knowledge of InDesign, Illustrator, Adobe Creative Cloud, Microsoft Word, Excel, Powerpoint, and Google Suite.
- Strong planning skills and eagerness to implement new design and visualization strategies.
- Excellent written and verbal communication skills, including editing and proofreading.
- Experience designing, editing, and writing for general audiences, using preferred media writing styles for print, web, and social media outlets.
- Self-motivation, ability to work independently and as part of a team, and ability to prioritize multiple tasks and deadlines.
- Some experience with public policy issues or California's policy and/or nonprofit community preferred but not required.
- At least three years of experience in a communications, newspaper, news organization, publishing, and/or association environment, or a fast-paced policy, political, or nonprofit environment.

This position is full-time. The position is based in Sacramento, although telework options are available during the COVID-19 crisis and in response to government stay-at-home orders. The salary range for the position is \$60,000 – \$85,000 based on experience and includes health insurance, dental and vision coverage, retirement benefits, family leave, and paid time off for vacation, sick leave, and holidays.

Applications will be accepted until the position is filled, although **applications received by July 10 will receive priority**. To apply, send a cover letter, resume, two design or formatting samples, writing sample, and names of three references to Janice Selby, Director of Operations, at jselby@calbudgetcenter.org and Chris Hoene, Executive Director, at choene@calbudgetcenter.org.

Please do not send in materials by direct mail at this time, as the Budget Center is not working from our physical office location.

The Budget Center is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.