

Telecommunications and Technology Policy Analyst
Competitive Enterprise Institute
Washington, D.C.

<https://talentmarket.org/ceitech/>

About CEI

CEI is a non-profit public policy organization dedicated to advancing the principles of limited government, free enterprise, and individual liberty. We believe economic freedom is essential for entrepreneurship, innovation, and prosperity to flourish. CEI pursues a full-service approach to advancing public policy, which includes conducting original scholarly research, active communications campaigns, direct advocacy with policymakers, and litigation. Founded in 1984, CEI has grown into an effective advocate for freedom on a wide range of critical policy issues, including technology, telecommunications, free market environmentalism, business and finance, and food and drug regulation.

About the Role

The Competitive Enterprise Institute seeks a Telecommunications and Technology Policy Analyst to primarily focus on telecommunications policy with forays into timely tech policy issues. This includes filing comments, publishing op-eds, writing longer papers, participating in events and in media on spectrum, 5G, net neutrality and other issues before the Federal Communication Commission, with occasional work on other regulatory tech issues. Candidates should expect to build and maintain relationships with public officials and allies, communicate CEI's policy and legislative agenda to key policy makers and allies, and execute internal communications to keep CEI staff aware of legislative and policy developments. This position is most suitable for an individual with one to four years of experience working on these issues and with a consistent free market outlook and strong analytical and writing skills.

Culture matters; CEI is a feisty think tank that embraces a forward-thinking and entrepreneurial approach to policy change. Policy analysts are expected to be self-starters, strategic and creative; "policy entrepreneurs," if you will. Members of the team operate with emphasis' on personal accountability, accountability to one another and to those in other departments at CEI. They work hard, have a good sense of humor and are intensely dedicated to conveying CEI's principles of individual liberty, free enterprise, and limited government.

Due to the COVID-19 pandemic, this position is currently approved for remote work. However, once the pandemic has abated, the Telecommunications and Technology Policy Analyst will be expected to work out of CEI's downtown Washington, DC offices.

Primary Responsibilities

Track, analyze and produce policy documents on telecommunications issues and occasional regulatory technology issues.

- Manage issues of spectrum, 5G, net neutrality and other policy issues before the Federal Communications Commission and Congress
- Write op-eds, write longer papers, contribute to the CEI blog, make radio, television and public appearances as needed to promote CEI's issue agenda
- Schedule and attend meetings among key policymakers

- Attend congressional and ally coalition meetings in coordination with CEI's Federal Affairs team
- Write and submit congressional testimony
- Write and submit comments to the Federal Communications Commission
- Produce CEI research and policy work to key audiences on Capitol Hill, in the executive and allies
- Keep CEI staff informed of relevant legislative and policy developments

Qualifications

- The ideal candidate will have one-to-four years of experience working in Congress or in a legislative affairs role
- Once the pandemic abates, travel related to this position will be mostly limited to the DC Metro area
- Strong writing, communications, and organizational skills required
- Proficiency with Microsoft Office essential

Characteristics

If you believe that this position may be a good fit, these words will describe you:

- **Communicator.** You have excellent oral communication, writing and editing abilities. Any type of strong writing skills will be considered, but legislative and/or public affairs experience provides added benefit.
- **Detail Oriented.** You are relentless about accuracy with regard to content and value good writing style.
- **Team Player.** You will be on a team of committed individuals within the Center for Technology and Innovation and also be expected to work with members of other Centers within CEI.
- **Teachable.** You are eager to learn new things and couple that with an open attitude toward the mundane nature of some research tasks.
- **Self-starter.** You are willing and able to jump into project management. You know when to ask for help, but, once trained, you don't need hand-holding. You're comfortable receiving increasing autonomy to manage your own work and important processes.
- **Multi-Tasker.** You thrive in an environment that sometimes demands multi-tasking.
- **Focused.** You are able to focus on specific tasks for as long as necessary. While skilled at multi-tasking, you know how to avoid being distracted. You drive yourself to get the job done right and on time.
- **Curious and Policy-Minded.** You like public policy and are curious enough to enjoy the challenge of taking complex policy ideas and distilling them in ways that are both factually accurate and interesting to external audiences.
- **Planner.** You enjoy planning and executing complex processes.
- **Deadline Driven.** You are deadline-driven. Making the trains run on time and meeting deadlines are simply part of your DNA.
- **Flexible.** You easily maintain a positive, flexible attitude whenever needs or priorities shift.
- **Aligned.** You are, politically libertarian or conservative and can discuss your philosophical alignment with CEI's mission and vision. Please see the CEI website, cei.org, for a deeper understanding of the organization's policy agenda.

To Apply

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing your interest in and qualifications for this position
- Resume
- Two Writing Samples (no more than 3 pages long each); writing samples relevant to CEI's telecommunications, technology and regulatory work preferred, any two writing samples are acceptable
- 3 or more professional and/or personal references

Applications should be submitted to Talent Market via this link: talentmarket.org/apply-for-your-dream-job/

Questions can be directed to Katy Gambella, Network Engagement Manager at Talent Market, who is assisting with the search: katy@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit entity dedicated to promoting liberty by helping free-market nonprofits identify talent for critical roles. We provide free consulting and recruiting services to free-market think tanks, policy organizations, research centers, and capacity-building institutions dedicated to advancing the principles of limited government and free enterprise.