

## JOB ANNOUNCEMENT

# Policy Analyst

*VS Strategies LLC is a leading cannabis policy and public affairs firm and the consulting affiliate of the nation's preeminent cannabis law practice, Vicente Sederberg LLP. For over a decade, our team members have been changing minds and changing laws, rolling back failed prohibition policies, and advancing the legal cannabis industry in a dynamic, responsible, and equitable manner. We serve businesses, trade associations, governmental bodies, and other organizations and individuals seeking to shape public opinion and implement the most effective cannabis laws and regulations. We have roots in the drug policy reform movement, and that activist spirit and commitment to the common good remain central to our work and culture.*

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**VS Strategies is seeking a full-time Policy Analyst to join its growing team of policy and public affairs professionals.**

The Policy Analyst will focus primarily on supporting the firm's policy consulting, government relations, and research and analysis work, but they may also participate in broader public affairs projects. Core responsibilities will include, but will not be limited to:

- Conducting a wide range of research on cannabis laws, regulations, and related matters;
- Assisting in drafting memoranda, legislation, regulations, and other policy documents;
- Compiling and summarizing cannabis laws and regulations in policy matrices;
- Preparing summaries of articles, studies, and policy developments;
- Attending legislative and regulatory hearings (in person and virtually) to monitor policy developments; and
- Participating in client relations, including scheduling client meetings and calls, setting meeting agendas, taking notes, and assisting in the execution of client projects.

## Qualifications

The ideal candidate will have a passion for cannabis- and other drug-related policy and advocacy. Experience in legislative, regulatory, and/or advocacy work is preferred but not required. This position is open to recent college graduates.

The ideal candidate will be self-motivated and intellectually curious with a consulting mindset. The position will require a significant amount of research that must be conducted accurately and efficiently, so the Policy Analyst must have exceptional research, analytical, and writing skills. Attention to detail is critical.

They will also have:

- Strong interpersonal communication skills, including the ability to work with clients, the public, and VSS team members in a positive and collaborative manner; and
- Excellent time management skills, including meeting deadlines, juggling multiple projects and reprioritizing quickly and efficiently in a fast-paced work environment.

### **Location**

VS Strategies is based in Denver and works with clients around the country. It currently operates as a virtual office, and the Policy Analyst will work remotely.

Qualified applicants from all geographic areas are encouraged to apply, but preference may be given to applicants based in the greater Boston or Oklahoma City areas, as our growing Massachusetts and Oklahoma government affairs practices may require attendance at hearings and meetings in and around the state capitols.

### **Salary and Benefits**

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Salary will be commensurate with experience, and we intend to fill the position with an annual salary of approximately ☐\$40,000-\$50,000. VS Strategies offers its employees a generous benefits package, including health, dental, and vision covered at 100%. VSS also provides all its employees with; Flex Time Off, Paid Parental Leave, Fitness Reimbursement Policy, and other employee benefits. After three months, employees are eligible to participate in a 401(k) plan with a matching employer contribution.

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**Apply via email to [jobs@vsstrategies.com](mailto:jobs@vsstrategies.com). Please include your resume and a brief cover letter describing your interest in the position. If someone referred you, please let us know who in your cover letter. For more information about VS Strategies, visit <https://vsstrategies.com>.**

*VS Strategies is an equal opportunity employer and welcomes diversity. All applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or veteran status.*