

## JOB ANNOUNCEMENT

# Policy Analyst

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*VS Strategies is a national leader in cannabis policy and public affairs, with an unparalleled track record in these fields. For more than a decade, our team members have been changing minds and changing laws, rolling back prohibition-era policies and advancing the cannabis industry in a dynamic, responsible, and equitable manner. We serve businesses, trade associations, government bodies, and other organizations and individuals seeking to shape public opinion and implement the most effective cannabis laws and regulations.*

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**VS Strategies is currently seeking a Policy Analyst to join its growing team of policy and public affairs professionals. This is a new position, which we are seeking to fill immediately.**

The Policy Analyst will focus primarily on supporting our policy consulting, government relations, and research and analysis work, but may also participate in other public affairs and strategic communications projects. More specifically, we anticipate the following core responsibilities:

- Conduct a broad range of research on cannabis laws, regulations, and related matters;
- Assist in drafting memoranda, legislation, regulations, and other policy documents;
- Produce matrices summarizing cannabis laws and regulations;
- Prepare summaries of articles and studies;
- Assist with managing projects, including taking notes in client meetings and on conference calls; and
- Attend legislative and regulatory hearings (in-person and virtual) to monitor policy developments for clients

We are looking for candidates who are intelligent, thoughtful, and hard-working. Attention to detail is critical. There will be a significant amount of research to conduct and we will want it done efficiently and accurately. If that sounds more intimidating than exciting, this may not be the job for you.

The ideal candidate will have a passion for cannabis-related policy and advocacy. Experience in legislative, regulatory, and/or advocacy work is not required, but may be beneficial. This position is open to recent college graduates. Candidates without a college degree should have at least 1-2 years of relevant work experience.

The successful candidate will:

- Be a flexible self-starter with a consultant mindset characterized by intellectual curiosity and creative problem-solving ability;
- Have strong skills in the areas of interpersonal communication, critical thinking, attention to detail, and multitasking;
- Possess strong research, analytical, and writing skills with a high degree of professionalism;
- Work well independently and in team settings; and
- Be able to communicate effectively with clients and various levels of management.

VS Strategies is based in Denver, but it is currently operating as a virtual office and will continue with this arrangement for the foreseeable future. We conduct a significant amount of work in Colorado, so there would be benefits to having the Policy Analyst located in the Denver area, but it is not required.

Salary will be commensurate with experience, although our intent is to fill the position with a salary in the range of \$35,000-\$40,000. VS Strategies covers 100% of benefits for its employees, including health, dental and vision. After three months, employees are eligible to participate in a 401K, with a generous employer match.

VS Strategies is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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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.**