



**Center for the  
Study of  
Social Policy**  
Ideas into Action

## **Position Announcement: Program/Research Assistant**

### **Organization Overview**

The Center for the Study of Social Policy (CSSP) is a national, nonprofit public policy, research and technical assistance organization headquartered in Washington, DC, with offices in New York City and Los Angeles. CSSP works to achieve a racially, socially, and economically just society in which all children, youth, and families thrive.

CSSP strives to accomplish its mission by developing and *advancing effective public policy*; helping to *transform public systems* to be more preventive, results-oriented, accountable, and caring; and supporting local leaders to *create the community opportunities, supports, services and environments in which all children and families can thrive*. CSSP works in partnership with other national organizations, foundations, and governmental and community leaders to test new ideas and approaches, provide technical assistance, generate new evidence, and support networks of innovators. All of our work reflects a long-standing organizational commitment to equity and social justice.

### **Job Description**

CSSP seeks a Program/Research Assistant (PRA) in the Washington, DC office. The PRA will support the work of CSSP's Young Children and their Families (YCF) team, specifically in supporting cities and counties to develop and strengthen early childhood systems; to prevent and mitigate the effects of toxic stress on young children and their families in pediatric and other health settings; to promote families as agents of change; and to focus on improving outcomes for children and families of color and low income children, for whom the most significant disparities in well-being outcomes persist. By advancing early childhood health and development, early care and education and family engagement and support, as well as focusing on the broader social determinants of health and well-being, CSSP works to improve the life prospects of all young children and their families. See <https://www.cssp.org/young-children-their-families> for more details about our work.

Program/Research Assistants provide a combination of team support and program support functions, including conducting program and policy research related to young children and their families, contributing to the design and preparation of newsletters, papers, presentations and technical assistance tools, and helping to schedule and support meetings, webinars and workshops. These positions are ideal for individuals starting a career in public policy, system reform or community change.

### **Specific Duties & Responsibilities**

- Assist with the development and preparation of policy and practice materials, newsletter articles, research papers, PowerPoint presentations, blog posts, social media posts, website content and other written products.
- Conduct policy and program research, including literature reviews, key informant interviews and other research.

- Help maintain ongoing communications with YCF partners in communities across the country.
- Assist with planning and execution of conferences and webinars, taking responsibility for the effective use of support technology.
- Analyze data, particularly data that illuminate the nature and root causes of disparities and possible solutions to promote equity.
- Prepare notes on meeting proceedings for distribution to participants.
- Provide administrative support for the YCF team by scheduling team meetings, coordinating travel, responding to correspondence and preparing expense reports.
- Attend briefings and meetings, and prepare summaries for CSSP team.
- Organize and maintain electronic and hard-copy project materials.
- Serve as back-up to the CSSP receptionist with general office management, including answering phones, greeting visitors, receiving incoming faxes and mail, sending packages, filing and ordering supplies.
- Support other work as assigned.

### **Required Skills/Qualifications**

- Strong interest in social policy as it relates to children and families, with particular focus on creating pathways out of poverty; enhancing pediatric practice; reforming health, early education and human service systems; and revitalizing neighborhoods.
- Commitment to equity – working to reduce disparities based on race, ethnicity, sovereignty, gender, sexual orientation/gender identity and socioeconomics.
- Outstanding written and oral communications skills.
- Bachelor's Degree required, with one to two years of relevant professional experience preferred, including experience working to support team functions. Candidates ideally have an interest in pursuing a graduate degree in early childhood, maternal and child health, public health, public administration, public policy, law, social work or related fields.
- Quantitative and data analysis skills a plus; ability to present data effectively using graphs, charts and other formats.
- Excellent attention to detail, deadlines and organizational and time management skills.
- Familiarity with social media, newsletter, blog and website platforms.
- Knowledge of software and technology – in particular, proficient in MS Word, Excel, PowerPoint, Outlook, audio/visual and conference calling technology.
- Motivated, self-starter who works well independently and also as an engaged team member.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Commitment to lifelong learning and curiosity.
- Ability and willingness to travel.

### **Compensation and Benefits**

Starting salary is commensurate with experience. Excellent benefits provided including short-term and long-term disability, life insurance, health insurance, retirement benefits, generous vacation, sick and holiday leave. CSSP is an equal opportunity employer and strongly believes that our organization and our work benefit from the experiences and perspectives of a diverse staff.

### **How to Apply**

Qualified applicants should send cover letter with salary requirements, resume and writing sample to [jobs@cssp.org](mailto:jobs@cssp.org) (subject: Your Name - Program/Research Assistant - YCF). In your cover letter, please be sure to indicate where you found this position announcement.

Applicants accepted until August 1, 2019 or until position is filled.