



## **Position Announcement Senior Policy Analyst**

### **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 Senior Policy Analyst in our DC or NY office (remote work option will also be considered) to support its work in multiple areas, with a primary focus on CSSP's work with public human services and social services systems. The Senior Policy Analyst will join and further the priorities of CSSP's Systems Change team primarily participating in CSSP's role in child welfare reform efforts in the context of class action litigation in New Mexico, Kansas, New Jersey, South Carolina, and the District of Columbia. The Senior Policy Analyst will be responsible for, including but not limited to: collecting, analyzing, and organizing quantitative and qualitative data; research projects, as assigned; writing and editing briefs and reports; analysis of policy and practice; and engaging with public agency system staff, community stakeholders, families, and children. This position is ideal for someone interested in addressing disparities based on race, ethnicity, gender, and income in public policy and public system outcomes. Commitment to advancing equity for children and families of color, LGBTQ individuals, and immigrant families is a must. Candidates with a strong background and expertise in child welfare or behavioral health, including clinical practice, is strongly preferred.

### **Specific Duties and Responsibilities**

The Senior Policy Analyst will be responsible for:

- Quantitative and qualitative data collection and analysis.
- Assistance in understanding and assessing adequacy of child welfare and behavioral health system policies and practices.
- Assistance with state monitoring reports, including writing, data tracking, data validation, and figures and tables.
- Assistance in developing a range of high-quality written materials, including research materials.
- Attending briefings and meetings and preparing summaries for CSSP team.
- Representing CSSP externally with partners.
- Carrying out additional duties as needed.

*If you had been working with us, here are some of the things you would have done in the last month:*

- *Analyzed and verified congregate care placement data for young children in foster care.*
- *Analyzed qualitative data to identify themes in child welfare service delivery and case planning.*
- *Compiled feedback on draft child welfare agency policy.*
- *Reviewed child welfare agency documentation for child and family cases.*
- *Compiled monitoring report to include – writing, creating graphs and figures, proof reading, and formatting.*

### **Required Qualifications, Skills and Experience**

The successful candidate will have:

- Commitment to equity and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, and socioeconomics.
- A graduate degree in public administration, public health, public policy, social work, or related fields with 5-7 years of relevant experience.
- Expertise in child welfare or behavioral health policy, clinical practice, and improvement strategies to bolster outcomes for those facing the greatest barriers to success.
- An understanding of the critical role parents play in the lives of young children and a strong commitment to elevating the role of parents and youth as decision-makers.
- Outstanding written and oral communications skills.
- Excellent attention to detail, organizational, and time management skills.
- Strong analytical and research skills.
- Demonstrated ability to manage projects, monitor responsibilities, and achieve goals.
- Ability to work well autonomously and as a member of a highly- collaborative team.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Curiosity and commitment to learning.
- Ability and willingness to travel.
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, and audio/visual and conference calling technology; experience with data analysis tools a plus.

### **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 - Senior Policy Analyst).

Applications accepted until August 31 or until position is filled.