



Position Announcement Policy Analyst/ 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 Policy Analyst/Senior Policy Analyst (depending on experience) in our DC office (working virtually until after the pandemic) to support our public policy work in multiple areas, including supporting our work providing technical assistance to states and counties implementing legislation and state/local efforts related to building and enhancing a prevention continuum and the transformation of child welfare. The Policy Analyst/Senior Policy Analyst will also further the priorities of CSSP's public policy team on a number of other policy efforts, including enhancing family economic well-being and advancing maternal health outcomes. The Policy Analyst/Senior Policy Analyst will conduct policy and program research, analyze policy, regulations, and administrative data sets, work directly with state and local partners to support policy implementation, and contribute to the design and preparation of technical assistance and related issue briefs and tools. This position is ideal for someone interested in addressing disparities in public policy and public systems. We are looking for a highly motivated and collaborative individual to work closely with CSSP's cross-disciplinary policy team. Commitment to anti-racist, intersectional policy work focused on better serving families of color, people who identify as LGBTQ+, and immigrant families is a must.

Specific Duties and Responsibilities

The Policy Analyst/Senior Policy Analyst will be responsible for:

- Assisting in developing a range of high-quality written materials, including policy reports and policy memos
- Facilitating both in-person and webinar discussions on related policy topics
- Drafting organizational comments and statement for the record responding to federal policy actions
- Conducting state and federal policy scans
- Working directly with state/local government agencies and community-based organizations to implement federal/state policy and/or initiatives to advance equity
- Collaborating with national partners on strategy to advance CSSP's policy priorities
- Tracking policy proposals and implementation in assigned content areas
- Helping to prepare and complete deliverables and reports to funders

- Representing CSSP externally by attending policy briefings and meetings
- Quantitative and qualitative data collection and analysis
- Analysis of child welfare, public health, early childhood policies and financing
- 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:

- *Facilitated a meeting with state/local government agency and community-based organizations to develop strategies to implement the Family First Prevention Services Act*
- *Research and analyze the international evidence on the most effective and efficient way to deliver a regular child benefit*
- *Provided technical assistance to a state around financing for prevention services*
- *Provided technical assistance to a community working to address racial disparities in their child welfare system*
- *Drafted comments in response to a Notice of Proposed Rule Making for changes to federal regulations about removal of protections for LGBTQ+ people in health care and housing*
- *Draft a memo on the cost and benefits of phasing out a child allowance at different income levels*
- *Conduct semi-structured interviews of families with children to inform policy recommendations around family income supports*
- *Attended a Congressional Hearing about the Children's Health Insurance Program*
- *Provided policy research support on Medicaid regulations*
- *Met with national partners to discuss strategy for enhancing income supports for children and families*
- *Attended staff meetings and provided updates on upcoming legislation*

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 3-7 Years (Policy Analyst) or 7-10 years (Sr. Policy Analyst) of relevant experience.
- Expertise in child welfare, public health, anti-poverty policy issues.
- 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.
- Ability to present policy, practice and research information to a variety of audiences, including federal, state and local government officials and policymakers. Flexibility and an ability to work in a dynamic and fast-paced environment.
- Curiosity and commitment to learning.
- Ability and willingness to travel (when safe to do so).
- 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 (subject: Your Name – Public Policy – Policy Analyst/ Senior Policy Analyst). In your cover letter, please be sure to indicate where you found this position announcement.

Applications accepted until December 31, 2020 or until position is filled.