



Position Announcement: Program/Research Assistant—Young Children and their Families Team

Organization Overview

The Center for the Study of Social Policy (CSSP) is a national, non-profit 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 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 (working virtually until after the pandemic). 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 children with low incomes, 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.

A Program & Research Assistant provides a combination of team support and program support functions, including conducting program research related to infants and young children and their families; contributing to the design and preparation of newsletters, papers, presentations, and technical assistance materials; and helping to schedule and support meetings, webinars, and trainings. These positions are ideal for individuals starting a career in program implementation, public health, or systems/community change.

Specific Duties & Responsibilities

- Assist with the development and preparation of technical assistance materials, newsletters, 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.
- Develop surveys and analyze data to distill themes and key points.

- Help maintain ongoing communications with National Team members and partners in communities across the country implementing DULCE and with others working on early childhood system improvements for young children and their families.
- Collaborate with the CSSP communications team to develop and maintain consistent communications and branding strategies for DULCE and other YCF initiatives.
- Assist with planning and execution of meetings and webinars, taking responsibility for the effective use of support technology such as Zoom.
- Assist with the planning of the annual DULCE National Forum, including developing an agenda, coordinating logistics, and refining session materials.
- Provide administrative support for the YCF team by scheduling team meetings, coordinating travel, and responding to correspondence.
- 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. (CSSP's office is currently closed and staff are working remotely).
- Support other work as assigned.

Required Skills/Qualifications

- Commitment to health equity—working to reduce disparities based on race, ethnicity, sovereignty, gender, sexual orientation/gender identity, and socioeconomics.
- Strong interest in social policy as it relates to children and families, with particular focus on creating pathways out of poverty; enhancing pediatric practice; addressing social determinants of health; and transforming early childhood, health, and legal systems.
- Willingness and excitement to grapple with anti-racist public health practice and structural racism as a core social determinant of health.
- 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 gaining experience before pursuing a graduate degree in early childhood, maternal and child health, public health, public administration, public policy, law, social work, or related fields.
- Excellent attention to detail, deadlines, and organizational and time management skills.
- Outstanding written and oral communication skills.
- Quantitative and data analysis skills a plus; ability to present data effectively using graphs, charts, and other formats.
- Knowledge of software and technology—in particular, proficiency in Google Drive (Google Slides, Google Sheets, etc.), MS Word, Excel, PowerPoint, Outlook, SurveyMonkey, and audio/visual and conference calling technology such as Zoom.
- Knowledge and experience, or willingness to learn design and communications software (Adobe InDesign, Canva, WordPress, Constant Contact, etc).
- Experience with creating compelling and creative digital content (flyers, social media posts, etc).
- Motivated, self-starter who works well independently and 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 (when permitted and safe post-COVID).

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—Program/Research Assistant YCF). In your cover letter, please be sure to indicate where you found this position announcement.

Applicants accepted until April 19, 2021 or until position is filled.