



Position Announcement 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 to support its work in multiple areas, with a primary focus on CSSP's work with public human services and social services systems. The 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 South Carolina, New Mexico, New Jersey, Washington DC, and Kansas. Responsibilities include, but are 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. A strong background and expertise in quantitative and qualitative data collection, research, and analysis is required along with experience in child welfare, behavioral health, or related human services.

Specific Duties and Responsibilities

The Policy Analyst will be responsible for:

- Quantitative and qualitative data collection and analysis.
- 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.
- 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 to identify trends and areas for improvement .*
- *Analyzed quantitative and qualitative data to identify themes in child welfare service delivery and case planning and identify areas for improvement*
- *Compiled feedback on draft child welfare agency policy and practices.*
- *Reviewed child welfare agency documentation to assess service delivery, and child and family cases and outcomes.*
- *Compiled, proof read, and formatted monitoring report and developed graphs and figures depicting relevant data.*

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 3-5 years of relevant experience.
- Expertise in child welfare or behavioral health research, 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 writing and communication 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.
- Experience using SPSS, Stata, R, SAS, or similar statistical package.
- Proficiency in Microsoft Office, Excel, PowerPoint, and comfort using online applications such as Slack or other coordination tools.
- Curiosity and commitment to learning.

Compensation and Benefits

Starting salary range is \$50,000 to \$65,000 depending on skill and level of experience. Excellent benefits provided including health and dental insurance, short-term and long-term disability, life insurance, retirement benefits, generous vacation, sick and holiday leave.

How to Apply:

Qualified applicants should send cover letter with salary requirements, resume and writing sample to jobs@cssp.org (subject: Your Name - Policy Analyst).

Due to the large number of applications, emails and phone calls to CSSP are strongly discouraged.

Applications accepted until July 11th or until position is filled.

CSSP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender expression, military status, prior record of arrest or conviction, citizenship status, current employment status or caregiver status.