Position Announcement
Program Analyst/Senior Program Analyst (Racial Equity)

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 Analyst/Senior Program Analyst (depending on experience) in our DC office (working virtually until such time as the DC office resumes operating in person) to support our racial equity work in multiple areas, including providing technical assistance through training and coaching to state and county systems, community-based organizations, and leaders working to advance racial equity within their policies, practices and leadership and staff knowledge and skill development. The Program Analyst/Senior Program Analyst will also further the priorities of CSSP’s racial equity work on a number of efforts, including: adaptation and implementation of our implicit racial bias work within public systems; designing and facilitating anti-racist leadership development technical assistance; and building others organizational capacity, skills and knowledge through training and coaching using a results-oriented approach.

The Program Analyst/Senior Program Analyst will facilitate meetings and learning processes, design trainings, conduct research and analysis, develop innovative approaches and contribute to the design and preparation of technical assistance and related issue briefs and tools. This position will also support several innovative efforts to advance CSSP’s organizational learning and culture, including: the development of a fellowship cohort program; an internal learning and professional development approach for staff; and designing new processes and strategies to develop future leaders.

This position is ideal for someone interested in addressing disparities and inequitable outcomes in communities, organizations, and public systems. We are looking for a highly motivated, entrepreneurial, curious, and collaborative individual to work closely with a cross-disciplinary team connected with many parts of the organization. Commitment to an anti-racist, intersectional approach focused on better serving Black, Indigenous, Latinx, Asian/Pacific Islander and other people of color, people who identify as LGBTQ+, and immigrant families is a must for anyone interested in this position.
Specific Duties and Responsibilities
The Program Analyst/Senior Program Analyst will be responsible for:

- Assisting in developing a range of high-quality products in various mediums, including written briefs, reports, presentations, and memos
- Facilitating both in-person and virtual discussions on equity and racial justice focused topics
- Designing and leading learning and training opportunities
- Conducting scans of relevant research, policy, and practice
- Working directly with state/local government agencies and community-based organizations to assess and implement internal and external facing initiatives to advance racial equity
- Collaborating with national partners on strategy to advance CSSP’s racial equity priorities
- Helping to prepare and complete deliverables and funding reports
- Representing CSSP externally by attending partner meetings, conferences, and other events
- Quantitative and qualitative data collection and analysis, including the design and implementation of surveys and protocols for interviews and focus groups
- Providing coaching and leadership development support to leaders
- 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 advance their internal racial equity work
- Provided technical assistance to an organization committed to advancing racially equitable outcomes by facilitating a learning session and associated application session with staff
- Provided technical assistance to a county agency working to address racial disparities in their child welfare system by reviewing practices and policies that guide their work
- Drafted a presentation on the impact of racism within child welfare systems and communities in a particular county or state
- Analyzed organizational assessment survey results and provided insights and recommendations
- Conducted interviews and focus groups of staff within organizations working to become anti-racist as part of a data collection process
- Attended staff meetings and provided updates on your work

You may be particularly interested in this position if any of the following applies to you:

- You are committed to advancing racial justice
- You have experience designing, leading, and/or supporting change management efforts in organizations and/or systems
- You enjoy working with clients/partner organizations to co-design/adopt tools and frameworks
- You thrive working in an entrepreneurial team setting, and creating processes and systems to help keep projects organized and on track
- You have management or strategy consulting skills and experience (especially with social impact clients) that you want to apply to advance racial equity

Required Qualifications, Skills and Experience
The successful candidate will have:

- Commitment to racial equity and reducing disparities based on race, ethnicity, immigration status, sovereignity, gender, sexual orientation/gender identity, and socioeconomics.
- A graduate degree in public administration, public health, public policy, social work, organization development/learning or related fields with 3-7 Years (Program Analyst) or 7-15 years (Sr. Program Analyst) of relevant experience.
- Expertise in racial equity and inclusion.
Expertise in child welfare, anti-poverty, and related issues.
Outstanding writing and communication skills.
Strong focus and commitment on achieving results.
Excellent attention to detail, and organizational and time management skills.
Strong analytical and research skills.
Experience with facilitation, coaching, training and meeting design.
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 information to a variety of audiences, including federal, state and local government officials, organizations, policymakers, and parent and resident leaders.
Flexibility and an ability to work in a dynamic and fast-paced environment.
Curiosity and commitment to learning.
Ability and willingness to travel domestically (when safe to do so).
Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, and audio/visual and conference calling technology (e.g., Zoom); experience with data collection and analysis tools (e.g., Survey Monkey; Google Forms; advanced Excel skills, Dedoose) a plus.

Compensation and Benefits
Starting salary range is $50,000 to $65,000 for a Program Analyst and $65,000 to $90,000 for a Senior Program Analyst 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 – Racial Equity – Program Analyst/ Senior Program Analyst). In your cover letter, please be sure to indicate where you found this position announcement.

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

Applications accepted until September 30th 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.