



Position Announcement Program Analyst

Title: Program Analyst
Classification: Full time, Salaried
Salary: \$50,000 to \$65,000 for a Program Analyst (2-7 years of experience)
salary for the candidate selected will be within the ranges listed here
depending on the level of experience
Location: Remote, with preference to be in the NYC area

About CSSP and Our Work

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 a satellite office in Los Angeles. Our staff of approximately 50 people, 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, youth, and families can thrive. CSSP works in partnership with other national organizations, foundations, government, community leaders, service providers, and youth advocates to test new ideas and approaches, provide technical assistance and training, generate new evidence, and support networks of innovators. All our work reflects a long-standing organizational commitment to being anti-racist and promoting equity and social justice.

Job Description

CSSP seeks a Program Analyst working remotely with the preference of being in the NYC area. Applicants must be willing to travel nationally including to in-person meetings in Washington, DC and New York City as well as to site specific activities in different parts of the country.

This individual will primarily **support our Expectant and Parenting Youth in Foster Care Initiative (EPY)** and other projects. Specifically, the work will include promoting young people and young families as agents of change by assisting with Learning and Action Network Agenda to increase constituent influence and power sharing; building youth protective factors and multi-generational strategies to support well-being; and assisting with the Virtual Resource Center (VRC) that provides technical assistance and strategic support to improve policies and practices related to EPY. This position provides a combination of team support and program support functions, including conducting program and policy research related to young children and their families, contributing to the design and preparation of newsletters, papers, presentations, and technical assistance tools, and helping to schedule and support meetings, webinars and workshops. This position will also support our Youth Thrive Initiative focused on promoting the well-being needs of young people, with an emphasis on those who have had contact with child welfare, juvenile justice and homelessness.

This **position is ideal for someone who is excited about expanding opportunities for adolescents and young adults and is committed to working towards equity for youth**. CSSP is committed to ensuring that young people and young parents have a strong voice in the design and execution of our national initiative and that all training, technical assistance resources, and policy agendas are vetted, and often co-created with young people. We are looking for someone who understands power sharing, and enjoys interacting, with young people and parents. Candidate should be an early career professional who is well organized, likes working on a variety of tasks, and has some experience in youth services and advocacy. Anyone interested in this position must be committed 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+, disabled individuals, and immigrant families.

Specific Duties and Responsibilities

The Program Analyst will be responsible for:

- Assisting in developing a range of high-quality products including, blog posts, tools, research papers, PowerPoint presentations, social media posts, website content and written briefs, and reports.
- Conducting policy, program and practice research, including literature reviews, key informant interviews and other research.
- Assisting with planning and execution of meetings, conferences and webinars, taking responsibility for both content and the effective use of support technology.
- Collaborating with national partners and young parent leaders on strategy and systems and community change.
- Creating and managing regular communication with the EPY network and partner organizations across the country.
- Providing administrative support by scheduling team meetings, preparing notes on meetings for distribution to participants, responding to correspondence, and providing technical support.
- Facilitating in-person and virtual discussions on youth-focused topics and comfortable raising difficult topics, such as racism and bias, with diverse audiences.
- Representing CSSP externally by attending partner meetings, conferences, and other events.
- Conducting quantitative and qualitative data collection and analysis, particularly data that illuminate the nature and root causes of disparities and possible solutions to promote equity.
- Providing coaching and leadership development support to young adults and young parent leaders.
- Support other work as assigned.

A Successful Candidate will have:

- Commitment to young people, young parents, their children, their families, and communities and skilled at recognizing and building on their strengths and abilities.
- Commitment to racial equity and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, ability, and socioeconomics.
- A graduate degree in public administration, public health, public policy, social work, organization development/learning or related fields.
- Outstanding writing and communication skills, prepared for editing and revision process to produce materials at a high standard.
- Excellent attention to detail; organizational and time management skills.
- Strong analytical and research skills.
- Experience with facilitation, coaching, training, and meeting design.
- Ability to work well autonomously and also as a member of a highly collaborative team.
- Curiosity and commitment to learning.
- Ability and willingness to travel domestically (when safe to do so).

- Sophisticated social media and presentation skills.

Lived experience with public systems is preferred but not required, e.g., foster care, child welfare, juvenile or family courts, mental health services.

Benefits

Excellent benefits provided including health, vision, and dental package with 100% of the employee's coverage paid by CSSP, an 11% retirement contribution after one full year of employment; a generous vacation and sick leave policy including one full week for winter break during the last week of the year, and hybrid telework/in office (in the DC office) options.

How to Apply:

Qualified applicants should send cover letter with salary requirements, resume and writing sample to jobs@cssp.org (subject: Your Name— EPY Program Analyst). In your cover letter, please be sure to indicate where you found this position announcement. The interview process will include phone screening, panel style interviews, and final interviews.

Due to the large number of applications, emails, and phone calls to CSSP will not be accepted.

Applications accepted until November 26 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.