



**Position Announcement
Program Analyst/Senior Program Analyst
for the Youth Thrive Initiative**

Title:	Program Analyst or Senior Program Analyst (depending on level of experience)
Classification:	Full time, Salaried
Salary:	\$50,000 to \$65,000 for a Program Analyst (2-7 years of experience) or \$65,000 to \$90,000 for a Senior Program Analyst (7 -15 years of experience); salary for the candidate selected will be within the ranges listed here depending on the level of experience
Location:	Remote with option to be in the Washington, DC office when re- opened

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 or Senior Program Analyst working remotely with the option to work at CSSP's Washington DC office once we resume operating in person and once safe (post pandemic). 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 **support our Youth Thrive initiative** and other projects specifically:

- designing and implementing Youth Thrive training curriculum and activities, including written and on-line resources materials for youth serving staff and for youth and young adults themselves.
- providing technical assistance, and coaching activities with a wide variety of youth service, advocacy, and community-based organizations, state and county agencies, and other partners.
- planning meetings and activities of the Youth Thrive Team, network, and youth advisors.
- organizing, publicizing, and disseminating Youth Thrive tools and events including learning communities, training, and scan of innovative resources for youth.

- providing assistance and support related to the Youth Thrive Survey, a validated self-assessment instrument and conducting analysis of Youth Thrive Survey data.
- conducting quantitative and qualitative research activities on issues and trends impacting young people.
- supporting other projects underway at CSSP related to youth leadership, training, and professional development.
- creating and managing regular communication with the Youth Thrive national network.

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's Youth Thrive Initiative is committed to ensuring that youth 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 with youth and who enjoys interacting with young people. 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/Senior Program Analyst will be responsible for:

- Assisting in developing a range of high-quality products including, training curriculum, marketing materials, written briefs, and reports.
- Designing and leading learning and training opportunities. Preparing and making on-line and in-person presentations.
- Facilitating in-person and virtual discussions on youth-focused topics and comfortable raising difficult topics, such as racism and bias, with diverse audiences.
- Conducting scans of relevant research, policy, and practice.
- Working with state and local government agencies, youth service, and community-based organizations.
- Collaborating with national partners and youth leaders on strategy and systems and community change.
- Helping to prepare and complete deliverables and funding reports.
- Representing CSSP externally by attending partner meetings, conferences, and other events.
- Conducting 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 young leaders.
- Carrying out additional duties as needed.

A Successful Candidate will have:

- Commitment to youth, young adults, 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.
- Relevant experience in youth services and familiarity with training curricula, practice tools, policy change, and youth advocacy.
- A graduate degree in public administration, public health, public policy, social work, organization development/learning or related fields.

- Outstanding writing and communication skills and prepared for editing and revision process to 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.
- Demonstrated ability to manage projects, monitor responsibilities, and achieve goals.
- 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 preferred, 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—Youth Thrive – Program Analyst/ Senior 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 19 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.