



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 Los Angeles or Washington, DC 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, parent leaders, 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 a preference for candidates in the Washington, DC or Los Angeles, CA areas. Applicants must be willing to travel nationally including to in-person meetings in Washington, DC as well as to site-specific activities in different parts of the country when it is safe to do so.

The Program Analyst will primarily support our 1) EC-LINC (Early Childhood Learning and Innovation Network for Communities) Parent Leader Network (PLN); 2) training and technical assistance for grantees of the U.S. Department of Education's Promise Neighborhoods Program; and 3) other projects, as needed. Specifically, the work in support of the PLN will include promoting families as agents of change by assisting with the PLN Learning and Action Agenda to increase parent influence and power sharing within local early childhood systems and to implement elements of the Manifesto for Race Equity & Parent Leadership in early childhood systems. The work in support of the Promise Neighborhoods program will include assisting with activities including outreach, facilitation, and follow-up for leadership development trainings for federal grantees across the nation on topics such as collective impact, racial equity, K-12 school-community partnerships, and building and sustaining cradle-to-career pipelines for children and youth using an approach that was inspired by the pathbreaking work of the Harlem Children's Zone. We are looking for a highly motivated individual to work collaboratively across CSSP's cross-disciplinary teams.

This position is ideal for someone who is excited about expanding opportunities for parents leaders and working with systems leaders and is committed to working towards equity for communities. CSSP is committed to ensuring that parents leaders have a strong voice in the design and execution of our national PLN initiative and that we do this through working closely with a steering committee of parent leaders elected by their peers. We are looking for someone who understands power sharing, and enjoys interacting with parents and family serving organization staff. Candidates should be an early career professional who is well organized, likes working on a variety of tasks, and has some experience in child, youth, and/or family 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 the development of a range of high-quality products, including policy and practice materials, newsletter articles, research papers, PowerPoint presentations, blog posts, social media posts, website content, and other written products.
- Conducting policy and program research, including literature reviews, key informant interviews and other research.
- Helping to maintain ongoing communications with partners and in communities across the country.
- Assisting with planning and execution of conferences and webinars, taking responsibility for both the content and the effective use of support technology.
- Analyzing data, particularly data that illuminate the nature and root causes of disparities and possible solutions to promote equity.
- Providing administrative support by scheduling team meetings, preparing notes on meetings for distribution to participants, coordinating travel, responding to correspondence, and providing technical support.
- Collaborating with national partners, leaders of community-based organizations, and parent leaders on strategy and systems and community change.
- Facilitating in-person and virtual discussions on parent-focused topics and be comfortable raising difficult topics, such as racism and bias, with diverse audiences.
- Representing CSSP externally by attending partner meetings, conference, and other events.
- Providing coaching and leadership development support to parent leaders as well as leaders of systems and community-based organizations (e.g., school and district staff, nonprofit staff).
- Organizing and maintaining electronic and hard-copy project materials.
- Supporting other work and projects as assigned.

A Successful Candidate will have:

- Commitment to parents, their children, their families, and communities and be 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/gender expression, ability, and socioeconomics.
- Experience and/or interest in helping community organizations and leaders collaborate more effectively (e.g., through place-based, community change, school-community partnerships, or collective impact initiatives) to improve results for children and youth from cradle to career.

- A graduate degree (in public administration, public health, public policy, social work, organization development/learning, race or ethnic studies or related fields) and two to seven years of relevant professional experience.
- Outstanding writing and communication skills and be prepared for the 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 or LA offices) options including a CSSP provided laptop.

How to Apply:

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

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

Applications accepted until March 1 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.