



Position Announcement Program Analyst

Title:	Program Analyst
Classification:	Full time, Salaried
Salary:	\$55,000 to \$80,000 for a Program Analyst (2-7 years of experience) Salary for the candidate selected will be within this range depending on the level of experience and qualifications
Location:	Remote, with office space available in Washington, DC

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 area. Applicants must be willing to travel nationally, including to in-person meetings in Washington, DC as well as to meetings and site-specific activities around the country.

The Program Analyst will primarily support our [Early Learning Nation \(ELN\)](#) work, with opportunities to engage with other projects depending on project needs. The intent of this new position is to help create and increase opportunities for parents in communities participating in the ELN Collective to advocate for their families and communities, develop their leadership capacity, and effect transformative change. We are seeking someone to focus on nurturing and promoting parent leadership at multiple levels: within the national ELN Collective (in which CSSP is one of seven partner organizations); in the work of other partners in the ELN Collective; and in communities and states that are working to better support early learning. This work is evolving and will require an open-minded, relational, collaborative, and results-oriented approach.

This position is ideal for someone who is excited about expanding opportunities for diverse parent leaders to shape local early childhood systems and national agendas related to early childhood learning and development. CSSP is committed to centering parent leaders in the work of the ELN Collective at the local and national level. We are looking for someone who understands power sharing and enjoys interacting with parents and other local leaders, as well as peers in our national partner organizations. Candidate should be an early career professional who is well organized and likes working

on a variety of tasks. The successful candidate will have experience organizing and/or supporting diverse parent leaders and advocating for the importance of parent leadership in programs and systems; experience working in child, youth, or family services is preferred. Anyone interested in this position must be committed to an anti-racist, intersectional approach focused on better serving Black, Indigenous, Latin, 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:

- Facilitating cohorts of parent leaders in nurturing, welcoming, and healing spaces (virtual and in-person) to help them recognize and build on their own strengths, build their leadership skills, and receive training and support to create similar opportunities for others in their communities.
- Assisting in the development of a range of high-quality products, including website content, policy and practice guidance, PowerPoint presentations, outreach and recruiting materials, newsletter articles, blog posts, social media posts, research papers, and other written products.
- Collaborating with national partners and local leaders (including but not limited to parent leaders) on systems and community change, including strategies for advancing racial equity and social justice and creating an Early Learning Nation.
- Helping to maintain ongoing communications with national partners, parents, and other leaders in communities across the country.
- Assisting with planning and execution of meetings, conferences, and webinars, taking responsibility for both the content and the effective use of technology.
- Providing administrative support as needed by scheduling team meetings, preparing notes on meetings for distribution to participants, coordinating travel, responding to correspondence, and providing technical support.
- Representing CSSP externally by attending and sometimes presenting content at partner meetings, conferences, and other events.
- 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 including an appreciation for the strengths and abilities that parent leaders bring to early childhood systems and community change work.
- 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 in centering the voices and leadership of parents to improve outcomes for children, families, and communities – particularly with individuals or communities that have been marginalized and poorly served by current systems.
- Experience with facilitation, coaching, training, and/or meeting design – specific experience doing this with parent leaders preferred.
- Ability to work well autonomously and also as a member of a highly collaborative team.
- A bachelor's degree (in public administration, public health, public policy, social work, early childhood, race or ethnic studies, or another related field) and two to seven years of relevant experience; graduate degree preferred.
- Outstanding writing and communication skills – and be prepared for a rigorous editing and revision process to produce materials at a high standard.

- Excellent attention to detail; organizational and time management skills.
- Curiosity and commitment to learning.
- Ability and willingness to travel domestically.
- Sophisticated social media and presentation skills.

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 DC) 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— ELN 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 expected, emails and phone calls to CSSP will not be accepted.

Applications accepted until April 30 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.