



Position Announcement Policy Analyst

Title:	Policy Analyst
Classification:	Full-time Salaried, Exempt Position
Salary:	\$55,000 to \$80,000, negotiable based on experience
Reports to:	<i>Senior Associate leading the Monitoring Work</i>
Location:	Remote/Requires some travel

CSSP seeks a Policy Analyst to support its work in multiple areas, with a primary focus on CSSP's work with public human services and social services systems. The Policy Analyst will primarily participate in CSSP's child welfare improvement efforts in the context of class action litigation.

Your Scope of Work

In this role, your responsibilities include, but are not limited to: analyzing and organizing quantitative and qualitative data; editing and formatting briefs and reports; providing administrative support to include note taking, scheduling, and organizing files; and research projects, as assigned. A commitment to advancing equity for children and families of color, LGBTQ individuals, individuals with disabilities, and immigrant families is a must. A strong background in quantitative and qualitative data collection, research and analysis is required. Experience in child welfare, behavioral health, public health, or related human services preferred.

Specific Duties and Responsibilities

- Advancing CSSP's agenda by helping government and its private sector and community partners ensure that children can thrive in their families and communities, surrounded and supported by loving and nurturing adults.
- Quantitative and qualitative data collection and analysis, including management of large data sets and assistance with case reviews.
- Assistance with reports, including formatting, editing, data tracking, data validation, and developing figures and tables.
- Assistance in developing and finalizing a range of high-quality written materials.
- Attending briefings and meetings and preparing summaries for CSSP team.
- Representing CSSP externally with partners.
- Providing administrative support to include note taking, scheduling, and organizing files.
- Collaborating across CSSP teams to ensure learning and information is shared.
- Travel, as needed, including attendance at all-staff gatherings and trainings.
- Carrying out additional duties as needed.

About you

We are looking for someone who shares a passion for our mission to achieve a racially, economically, and socially just society in which all children and families thrive.

- You have a strong commitment to **racial justice and reducing disparities** based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, disability, and socioeconomics.
- You are highly motivated by and deeply committed to our organization's values. You actively apply an **anti-racist, intersectional approach** to the work to better serve historically marginalized groups. You help create a culture that is inclusive, equitable, and inspires engagement and curious learning.
- You continuously practice a **growth mindset**. You welcome feedback, are open to new ideas, and support personal growth and development and organization-wide improvement.
- You are a **strong communicator** with your colleagues and external partners.
- You are **data and results driven** and have demonstrated success in setting goals and participating in teams to accomplish them.

Ideal candidates will also have:

- A graduate degree or equivalent work experience in public administration, public health, public policy, social work, or related fields, and at least 2 to 7 years of relevant experience.
- An understanding of the critical role families play in the lives of young children and a strong commitment to elevating the role of parents and youth as decision-makers.
- Strong writing and communication skills.
- Excellent attention to detail, organizational, and time management skills.
- Strong analytical and research skills.
- Demonstrated ability to track progress, monitor responsibilities, meet deadlines, and achieve goals.
- Ability to work well autonomously and as a member of a highly- collaborative team.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Ability to travel.
- Knowledge of computers and technology: proficient in Microsoft Excel and comfort managing large data sets, as well as Microsoft Word, PowerPoint, Outlook, and audio/visual and conference calling technologies (e.g., Zoom).
- Curiosity and commitment to learning.

About CSSP

The Center for the Study of Social Policy (CSSP) is a national, non-profit organization that connects community action, public system improvements, and policy change. We work to achieve a racially, economically, and socially just society in which all children and families thrive. To do this, we translate ideas into action, promote public policies grounded in equity, support strong and inclusive communities, and advocate with and for all children and families marginalized by public policies and institutional practices. We are headquartered in Washington, DC, with staff working remotely across the country. At CSSP, we recognize the long and devastating history of racism and discrimination in our country. For the

past 15 years, we have intensified our focus on racial justice, LGBTQ+ rights, and immigrant rights, including strengthening our organizational capacity to do this work in collaboration with community. We are committed to holding anti-racism and intersectionality as core values, doing this work with systems and communities, and including deep historical research as a foundational part of our work developing and advancing programmatic and policy ideas. CSSP is committed to working towards being an anti-racist organization and to identifying and eliminating aspects of White supremacy in our policies and culture.

What We Offer

CSSP offers an annual salary of \$55,000 - \$80,000 for this position, commensurate with skills and experience. We also offer a comprehensive benefits package for all full-time employees, including 100% employer paid medical, dental, and vision plans for employee coverage. Other benefits include 100% employer paid disability and life insurance, a generous paid vacation and holiday schedule including winter and summer breaks, paid parental leave, and 11% employer-paid retirement contributions after one full year of employment. CSSP also provides cell phone and internet stipends, professional development funds, and the ability to work remotely. This position would require six to eight trips per year if not located in the Washington, DC area.

How to Apply and Other:

Qualified applicants should send a cover letter with salary requirements and resume to jobs@cssp.org (**subject: Your Name – Policy 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. Finalists will also be asked to participate in a short, written exercise.

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

Applications accepted until June 3rd or until the 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.