
Job Title	Policy Associate
PVN ID	HC-2501-006648
Category	Research
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Part Time
Hourly Rate	\$30.00-\$30.00
Hour(s) a Week	15.00
Closing Date	Apr 17, 2025 (Or Until Filled)

General Description

The Brookdale Center for Healthy Aging at Hunter College is seeking a motivated and skilled Policy Associate.. The Policy Associate will support the facilitation and management of focus groups for research projects aimed at enhancing the lives of older adults. The associate will assist the lead facilitator by handling logistics, participant engagement, and detailed notetaking during the focus group sessions. This role is ideal for a motivated individual interested in gaining experience in policy work, journalism, and observational reporting related to social services for adults. The position provides hands-on experience in research facilitation, stakeholder engagement, and capturing the dynamics of focus group discussions within a supportive team.

Other Duties

Key Responsibilities

- Focus Group Facilitation Support: Assist the lead facilitator in preparing and conducting focus groups, including setting up spaces, managing recording equipment, and welcoming participants.
- Participant Engagement: Provide support to older adults throughout the focus group, ensuring participants are comfortable and that any accessibility needs are met.
- Logistics Management: Coordinate logistical aspects, such as room arrangements, consent forms, refreshments, and technical setup.
- Note-Taking and Documentation: Take detailed notes during focus groups, capturing key discussions, the tone of conversations, group dynamics, and any notable points of contention or agreement. Document observations on the setting and participant interactions.
- Project Coordination: Assist in coordinating tasks related to focus groups to ensure the smooth execution of sessions.

Qualifications

Education: Bachelor's degree in progress or completed in one of the following fields: social sciences, public administration, public health, psychology, sociology, anthropology, gerontology, social work, human services, community development, political science, healthcare administration, education, journalism, communications, or other related disciplines.

Experience: Relevant coursework or internship experience in research, journalism, communications, or project management is a plus, but not required.

Skills

- Strong written and verbal communication skills, including the ability to take thorough and descriptive notes
- Basic journalism or reporting skills, including the ability to observe, document, and describe settings, participants, and group dynamics clearly and objectively
- Ability to identify key points of contention and agreement during discussions
- High level of interpersonal skills to interact effectively with participants, ensuring comfort and trust
- Ability to work collaboratively and manage relationships with diverse stakeholders
- High attention to detail and commitment to accuracy
- Sensitivity to working with culturally diverse and older people

Work Environment

- Hours: This is a temporary, part-time position, approximately 15 hours per week, with a flexible schedule. Some evening or weekend hours may be required to accommodate focus group sessions.
- Work Location: The Policy Associate will work on-site at various focus group locations across New York City.

Compensation

- The position will pay \$30 per hour for 15 hours a week of work
- Expected to last 6 months, running from February to July 2025

Interested candidates should submit a cover letter and a resume or CV. Applications will be reviewed on a rolling basis until the position is filled