
Job Title	Policy Associate
PVN ID	VB-2105-004011
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$60,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 2021 (Or Until Filled)

General Description

About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

We are hiring a Policy Associate to work alongside a Senior Policy Associate managing multiple projects across the institute supporting those impacted by violence, particularly intimate partner violence (IPV) and gender-based violence. The Policy Associate will provide multi-faceted assistance to these projects, including content-based research and writing, facilitation of meetings, and management of relationships with stakeholders, and will serve as a partner to the Senior Policy Associate in implementing these projects and supporting this growing body of work at the Institute.

This is an excellent opportunity to develop an understanding of government policymaking in New York City and nationally.

The Policy Associate will report to a Senior Policy Associate on a range of tasks, which *may* include but are not limited to:

- Serving as the point person for multiple project tasks, including managing components of projects such as best practice/literature reviews and/or relationships with clients;
- Engaging and managing relationships with key project stakeholders, including community members and personnel from city agencies, through meetings, emails, and phone calls to implement the project and monitor progress;
- Liaising with consultants selected to implement key aspects of the initiatives, including conducting site visits, phone calls, and regular email correspondence to support and monitor implementation as well as identify and address technical assistance needs, as appropriate;
- Receiving and interpreting work products from these contractors, which may include technical documents, curricula, literature reviews, performance measurement data, implementation reports, and financial reports, and in some cases, translating those products for non-technical city and internal stakeholders;
- Conducting and synthesizing research to inform and support survivor-focused projects, and writing literature reviews and research summaries as needed;
- Designing and supporting the facilitation of structured interviews, meetings, and focus groups;
- Drafting memos, briefings, and presentations for internal and external stakeholders;
- Representing ISLG at internal and external meetings, which may include working groups, task forces, and community presentations;
- Acting as a strategic thought partner to the Senior Policy Associate and team in problem-solving issues and addressing project needs that arise;
- Participating in frequent formal and informal cross-organizational collaboration to generate new ideas and grow the Institute's body of work, especially in the area of gender-based violence.

*Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote through the immediate term**.*

Other Duties

Qualifications

We would love to hear from you if:

- An advanced degree in public administration, criminology, social work, education, health policy or related social science field;
- At least 4 years of experience working in a foundation, private, government and/or non-profit organization, supporting or managing large projects with many stakeholders;
- Exceptional inter-personal skills and good judgment, with the ability to create and maintain excellent working relationships with Institute and project partners, including government agencies, community-

based organizations, and survivors;

- You have knowledge of domestic, intimate partner, and/or gender-based violence, NYC's social service, criminal justice, and/or related system landscape (not a requirement but a plus)
- You have excellent time management skills and experience working in deadline-drive environments
- You can prioritize and work on a number of tasks simultaneously
- You have an exceptional commitment to accuracy and attention to detail
- You have excellent writing skills
- You are flexible

This is a full-time position in New York City with a salary range of \$60,000-\$80,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance.
- Opportunities for advancement within the organization.
- Engagement with the broader CUNY network.
- Working with organizational leadership who have years of significant public sector and policymaking expertise.

How to Apply

To apply, please submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions about the position can be addressed to info@islg.cuny.edu. Application review will commence immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer