

<b>Job Title</b>	Policy Analyst
<b>PVN ID</b>	VB-2107-004131
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
<b>Department</b>	CUNY Institute for State and Local Gover
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 28, 2021 (Or Until Filled)

## General Description

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### CUNY Institute for State and Local Governance (ISLG): 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 Analyst to work closely with members of the Institute's policy team to support a variety of projects within ISLG's portfolio of work. Partners on this work may include City agencies such as the Mayor's Office of Criminal Justice, the NYPD, and others; as well as community-based organizations and research partners. These projects may include, but are not limited to, efforts to improve police-community relations through system change; efforts to improve social service referrals and coordination across the City; a capacity-building training and technical assistance program for community-based organizations; and projects with organizations and government agencies that provide support to those impacted by intimate partner violence

and gender-based violence. Focus areas for this work may include gender-based violence, violence prevention and community development programs, nonprofit management and oversight, reducing the justice system footprint, and reentry from incarceration. Candidates may be considered for an Associate-level position as well.

The Policy Analyst 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 administering components of projects such as best practice/literature reviews, presentations, budget development, preparing solicitations, solicitation and contracting processes, project timelines and workplans, and more;
- Liaising with external partners as needed, 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;
- Reviewing project deliverables and delivering feedback;
- Providing administrative support for projects, including but not limited to meeting scheduling, event/convening coordination, invoice/budget review, and meeting note-taking;
- Drafting memos, reports, briefings, presentations, and other communications 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 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.

*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

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## Qualifications

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**We would love to hear from you if you have:**

- A bachelor's degree or an advanced degree in public administration, criminology, social work, education, health policy or related social science field;
- At least three years of experience (if you have a BA) or at least one year of experience (if you have an advanced degree) working in a foundation, private, government and/or non-profit organization, supporting 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 others;

- Excellent time management skills and experience working in deadline-driven environments
- Excellent administrative and analytical skills
- The ability to prioritize and work on a number of tasks simultaneously
- An exceptional commitment to accuracy and attention to detail
- Excellent writing skills
- Flexibility about projects and workflow
- Passion about equitable state and local policy solutions to pressing social issues

**This is a full-time position in New York City with a salary range of \$50,000-\$60,000 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 for this role 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](mailto: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/ EVerify Employer**