

<b>Job Title</b>	Senior Policy Associate
<b>PVN ID</b>	VB-2106-004088
<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>	\$90,000.00 - \$110,000.00
<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 Senior Policy Associate to work closely with a Program Director and the Institute's Policy Director to manage a portfolio of work focused on building out a set of best practices and standards for social services navigation programming across New York City. This work is part of the City's implementation of the New York City Police Reform and Reinvention Collaborative plan. This plan can be found [here](#) and is focused on working with a variety of City agencies (including agencies focused on public safety and human services) to build a more just and effective City agency structure. The Senior Policy Associate will be responsible for managing this portfolio of work, including liaising with project stakeholders, overseeing the work and contracts

of external partners, and reporting to the agency funding this work. The Senior Policy Associate will work in close collaboration with the Mayor's Office and other New York City agencies. The Senior Policy Associate will also directly manage ISLG's relationship with at least one partner directly providing social service navigation.

This project includes three main aims: developing a set of core standards and best practices for New York City navigation programs; bringing together programs implementing social service navigation programs to share and learn from one another; and develop a set of key performance measures to track these programs citywide. As the City is continuing to hire additional roles and refine the overall initiative, the tasks involved with this role could shift over time to focus more on particular parts of this work. The Senior Policy Associate may also work on other projects at ISLG, as needed.

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

- Serve as the project lead and manager for the social services navigation project
- Manage a work plan, timeline, and processes for the project toward completion of designated deliverables; ensure the integrity of all deliverables
- Build and manage day-to-day relationships with government, research, and community partners that are part of the initiative, and serving as an ongoing advisor to these partners
- Represent ISLG at external meetings and events
- Provide ongoing performance and contract oversight for a university-based social service navigation program
- Document findings and technical assistance needs, and develop strategies to address these needs/issues
- Write memos, policy reports, proposals, and publications; present policy findings to external stakeholders as needed and appropriate
- Help build out larger policy vision for sustaining and growing navigator programs in New York City
- Work closely with the Program Director and Policy Director to contribute to project development and strategy for the social service navigation portfolio and for the Institute overall
- Contribute to additional ISLG projects, as needed.

*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 JD, Master's Degree, or PhD
- You have substantial experience (at least 7 years or more) working full-time in a government, private and/or nonprofit organization, managing large projects with multiple stakeholders
- You have exceptional interpersonal skills, with the ability to manage staff and create and maintain excellent working relationships with government and community partners
- You are able to adapt to changing demands and requirements as projects develop, and to participate in collaborative project development with a diverse internal team and external stakeholders
- You have knowledge (from work experience or lived experience) of NYC's social service and/or related system landscape (not a requirement but a plus)
- You have a knowledge or experience in clinical supervision and/or other case management/direct service work (not a requirement but a plus)
- You have excellent time management skills and experience working in deadline-driven 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 \$90,000-\$110,000 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**

