

<b>Job Title</b>	Policy Analyst
<b>PVN ID</b>	VB-2411-006546
<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 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 04, 2025 (Or Until Filled)

## General Description

### CUNY Institute for State and Local Governance (ISLG): About Us

The CUNY Institute for State and Local Governance is a good governance think-and-do tank. We are driven by the idea that data-informed approaches can measurably improve the way government and public institutions operate, equitably serve all constituents, and ultimately solve social policy problems. We also provide the knowledge and action needed to fuel those approaches. With the necessary research, policies, partnerships, and infrastructures, we help government and public institutions work more effectively, efficiently, and in the interest of all communities. 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 portfolio of work focused on topics including but not limited to investment in grassroots community-based organizations, criminal legal system reform, and more. CUNY ISLG projects that the Analyst may work could include, but are not limited to, the Community-Based Restorative Justice (CBRJ) initiative, the Community Violence Intervention and Prevention Initiative (CVIPI), and others. Partners in this work will include government agencies such as the New York City Mayor's Office of Criminal Justice and the federal Department of Justice. Partners will also community-based organizations providing services to New York City neighborhoods, fiscal staff at the

Research Foundation of CUNY (RF-CUNY), research staff at CUNY ISLG and partner research institutions, and more.

*Our office is located in New York City and the position will be housed there over the long-term, however, ISLG is currently using a hybrid model which consists of 2 days at the office and 3 days of remote work.*

## Other Duties

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The Policy Analyst will report to a Senior Policy Associate or Program Director and will work in a collaborative environment on a fast-paced team within the Institute. Tasks may include:

- Serving as the administrative point person for one or more CUNY ISLG initiatives, 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 suggesting feedback to deliver to partners;
- Providing administrative support for projects, including but not limited to meeting scheduling, event/convening coordination, invoice/budget review, drafting agendas, and meeting minutes;
- Drafting memos, reports, briefings, presentations, and other communications for internal and external stakeholders;
- Preparing ISLG materials for 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.
- Other duties as assigned.

## Qualifications

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

- Level I Analyst: A bachelor's degree or an advanced degree in public administration, criminology, social work, education, health policy or related social science field; or equivalent training or professional/personal experience
- Level II Analyst: At least three years of experience with a Bachelors Degree,) or at least one year of experience with an advanced degree (e.g. MA, MS, MSW). Experience working in a foundation, private, government and/or non-profit organization, supporting large projects with many stakeholders is a plus but not required;
- Personal, professional, or academic knowledge of any of the following fields: restorative justice, gender based violence, peer leadership development, community engagement, social emotional learning (SEL), youth development (particularly youth most likely to engage in violence), and violence intervention

- Exceptional emotional intelligence, 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 ability to effectively operate in different cultural contexts and alter practices to reach different cultural groups
- 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
- Fluency in a language other than English is a plus but not required

**This is a full-time position in New York City with a salary range of \$50,000-\$70,000 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](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/Verify Employer.**