

MANHATTAN BOROUGH PRESIDENT'S OFFICE POLICY ANALYST

The Office of Manhattan Borough President Gale A. Brewer seeks a Policy Analyst to assist in developing and implementing the public policy priorities of the office specifically in the area of Education. The Policy Analyst reports to the Borough President's Director of Policy and Special Projects and will join a team of three colleagues within the Policy Unit.

The position requires the ability to quickly analyze complex legislative and policy matters and to identify their significance within New York City. Successful applicants can translate the policy goals and interests of the Borough President on complicated issues into language that communicates effectively with the people of Manhattan – as well as into programs and resources for specific Manhattan neighborhoods and throughout the borough. We are seeking someone with knowledge of the public education system in NYC and/or experience in the field of education/education policy. We are also looking for an individual with a mix of skills, including with New York City public policy, organizational skills, strong research and writing skills, in addition to superior communication skills.

The office's policy agenda focuses heavily on preserving the affordability and accessibility of the City for people of all backgrounds and income levels. The office is also deeply invested in issues concerning education, age-friendly, workforce development, technology, housing, local sourcing and quality of life.

The Policy Analyst's responsibilities include:

- Self-directed research of policy matters using original source material, primary documents, news media, and the city's key policy and budget documents.
- Writing in-depth policy reports based on original, empirical research.
- Organizing and implementing special projects related to the office's policy interests.
- Maintaining a working network of outside sources, including public interest advocates and government colleagues, for the purpose of forming policy research ideas and recommendations.
- Up-to-the-minute command of City and State policy developments in assigned areas of responsibility.
- Answering questions on breaking developments in City and State government, and preparing written briefing documents.
- Identifying emerging issues and policy trends consistent with the office's policy agenda.
- Making presentations to the Borough President and senior staff of the office for the purpose of initiating new policy investigations and research projects.
- Organizing and leading working groups.

Applicants should have the following experience and abilities:

- A minimum of three (3) years of experience in government, a public policy non-profit organization, or relevant investigative, analytical and writing experience.
- Knowledge of experience in the field of education/education policy
- Exceptional writing and supervisory skills.
- Demonstrated ability to explain complex policy matters in simple language (i.e., written reports or policy briefs).
- A track record of working successfully with government officials (including staff) or public policy advocates.
- Familiarity with the current policy issues most relevant to New York City.

The personal attributes we are seeking include: the ability to work under pressure in a fast-paced government office; an eagerness to be supportive of colleagues and to work collaboratively; strong interest in current events and in the everyday concerns of the people of New York City.

Compensation:

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

To Apply:

Interested candidates should email a cover letter and resume in a single word or PDF document to resumes@manhattanbp.nyc.gov with "Policy Analyst" in the subject line.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer