

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Coordinator	OFFICE TITLE: Education Policy Analyst
DIVISION/WORK UNIT: Policy	SALARY: \$60,000
HOURS: 35 hours per week. Weekend and evening work hours may be required	WORK LOCATION: David N. Dinkins Municipal Building, One Centre Street, New York, NY 10007

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

JOB DESCRIPTION

The Office of Manhattan Borough President Mark Levine seeks a Policy Analyst to assist in developing and implementing the public policy solutions that will support the needs of new Yorkers and advance the goals and values of the Manhattan Borough President's Office, specifically in Education. The Policy Analyst reports to the Borough President's Director of Policy/Advisor to the BP and will join a team of 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 and communities of Manhattan. We are seeking someone with knowledge of the public education system in New York City and/or experience in the field of education/education policy, who can recognize ways the MBPO can help ensure all Manhattan schools are inclusive and exceptional, and school communities are strong, healthy environments.

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 equity, public health, resiliency and sustainability, economic development and job growth, small business, technology, housing, and quality of life, among other issues.

Responsibilities will include but are not limited to:

- 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, and maintaining command and awareness of City and State education policy.
- Regularly communicating with school principals, staff, and the community, learning their ongoing issues and needs while providing them with resources and information.
- Attending Community Education Council (CEC) meetings, the Panel for Education Priorities (PEP) meetings, and regularly communicating with CEC appointees, members and the MBPO Panel for Educational Priority appointee.
- Organizing and implementing special projects related to the office's policy interests.
- Building and maintaining a working network of relationships with external stakeholders, including public interest advocates and government colleagues, for the purpose of forming policy research ideas and recommendations.
- 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.
- Attending meetings and events on behalf of the Manhattan Borough President and staffing the Manhattan Borough President when necessary.

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED QUALIFICATIONS

- 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 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.
- Being comfortable with a flexible schedule and occasional long work hours.
- The ability to work well 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.

TO APPLY

Interested candidates must complete the following 2 steps:

1. Email a cover letter and resume in a word or PDF document to: resumes@manhattanbp.nyc.gov with "EDUCATION POLICY ANALYST" in the subject line, **AND your name**
2. **Non-City Employees:** Apply to position on the NYC Careers website, <https://a127-jobs.nyc.gov> and search for **Job ID# 556597**

City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job ID# 556597**

ADDITIONAL INFORMATION

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

The City of New York and the Manhattan Borough President's Office is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

POST DATE: 10/19/2022