

**MANHATTAN BOROUGH PRESIDENT’S OFFICE
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Coordinator	Salary: \$52,525 - \$62,000
Office Title: Education Policy Analyst	Work Location: One Centre Street, NY, NY 10007
Division/Work Unit: Policy	Work Hours: 35 Hours per week. Evening and weekend work may be required.

JOB DESCRIPTION

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 four 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 New York City and/or experience in the field of education/education policy, who also recognizes the ways in which the education landscape in New York City intersects with criminal justice and immigration 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 criminal justice, policing, age-friendly, small business, technology, housing and quality of life.

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.
- 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 and regularly communicating with CEC appointees, members and Panel for Educational Priority appointee.
- 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.

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 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.
- 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 do the following 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**
2. Non-City Employees: Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID#395281

City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID#395281

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

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