



## **Position Announcement Policy Analyst or Senior Policy Analyst**

### **Background**

The Schuyler Center for Analysis and Advocacy is a statewide, nonprofit, nonpartisan organization dedicated to advancing policies that strengthen New York families and improve child well-being so all New York children have a fair opportunity to thrive.

### **Position Summary**

Schuyler Center is looking for a Policy Analyst or Senior Policy Analyst to become a key member of our policy team, leading and contributing to policy projects at the direction of the Director of Policy. The successful candidate will have very strong writing and data analysis skills and experience using data to frame and support policy or similar minded issues. This person will also be committed to Schuyler's mission to improve the well-being of low income people and to advance equity, including by reducing racial and economic disparities. Experience in public sector budget analysis and health state policy and politics is desired. Candidate must be based in New York State; preference for the Capital Region or areas near; open to other work arrangements.

**Reports to** Director of Policy

### **Major Responsibilities**

- Write issue briefs, fact sheets, grant proposals and reports, op-ed pieces and other related materials.
- Analyze State budget proposals and legislation; consider and propose recommendations and alternatives.
- Oversee and manage policy projects as needed.
- Manage relationships with coalitions and other organizations.
- Track bills, Committees, and other legislative activity during the legislative session.
- Work closely with State agency leadership and staff.
- Represent the agency as needed on committees and coalitions and at public events.

### **Skills/Background**

- Excellent analytical skills, including comfort and experience using data to inform conclusions and to explain the implications of data. Facile with Excel including use of pivot tables, VLOOKUP, formulas, and logic formulas.
- Strong interpersonal communication skills.
- Strong writing and editing skills. Attention to detail and fact checking.
- Experience in health policy analysis and advocacy preferred, not required.
- Ability to work in a team environment with diverse allies.
- Bachelor's degree or equivalent in public policy, public health, public administration or related field. For **Policy Analyst**, 1-3 years of related experience; **Senior Policy Analyst**, 4-5 years 4-5 years of related experience; Masters preferred.

### **Compensation**

Salary range: \$50,000-\$72,500. Schuyler Center offers a competitive benefits package. We are committed to providing a diverse and inclusive environment and are an Equal Opportunity Employer.

[APPLY](#)