



JOB VACANCY NOTICE

Office Title: Education & Engagement Policy Analyst

Salary: \$70,000-\$80,000 (Annual)

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210- Full Time

The Office of Brooklyn Borough President's Policy unit focuses heavily on preserving the affordability and accessibility of the city for people of diverse backgrounds and income levels. The policy office monitors matters pertaining to economic recovery, affordable housing, health, education, and quality of life. We are seeking a candidate with knowledge of New York City public policy specifically in the NYC public education system and experience working in the field of education or education policy. The ideal candidate will conduct research and analysis, draft policy recommendations, and assist in developing and implementing education public policy priorities around education, civics, and culture. The position requires the ability to quickly analyze complex legislative and policy matters and identify their significance within New York City. The Education and Engagement Policy Analyst will report directly to the Director of Policy.

Role and Responsibilities

- Self-directed research of policy matters using original source material, primary documents, news media, the city's key policies, budget documents, and the city's open data platforms.
- 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 Policy appointees.
- Organizing and implementing special projects related to the policy interests of the agency.
- Maintaining a working network of outside sources, including public interest advocates and government colleagues, to form policy research ideas and recommendations.
- Maintaining familiarity with policy developments in the City and State related to education, civics, and culture & arts.
- Analyzing developments in City and State government and preparing written briefings.
- Identifying emerging issues and policy trends consistent with the policy agenda of the agency.
- Giving presentations to the Borough President and senior staff to initiate new policy investigations and research projects.
- Organizing and directing collaborative workgroups.
- Other duties as assigned.
- Must be flexible to work evenings and weekends.

Minimum Qualifications Requirements

1. A Bachelor's degree from an accredited college in public policy, sociology, political science, or education is preferred with at least three years of experience in policy, research, and/or community work in an area related to the duties described above; or
2. High school diploma or equivalent with at least seven years of experience in community work or community-centered activities in an area related to the duties as described above.

Preferred Skills

- Extensive experience conducting policy research.
 - Strong written and oral communication skills.
 - Excellent interpersonal, problem-solving, and organizational skills.
 - Extensive qualitative and quantitative research experience preferred.
 - Strong knowledge of Microsoft Office (Word, Excel, PowerPoint).
 - Knowledge of Brooklyn and interest in its neighborhoods/communities is a plus.
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To apply: Submit a resume, cover letter, two writing samples, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line "Education and Engagement Policy Analyst" Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York 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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

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. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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 [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date: April 27, 2022

Post Until: Until Filled

JVN #: 012-22-006
