



Senior Policy Analyst Job Description

About HSC

The Human Services Council (HSC) strengthens New York's nonprofit human services sector, ensuring all New Yorkers, across diverse neighborhoods, cultures, and generations reach their full potential. We are a membership association, representing over 170 nonprofit social service agencies, including federations, subsector-specific umbrella associations, advocacy groups, and direct service providers, both large and small, that provide a wide variety of human services from child welfare and after school programs for children and youth to transportation and meals for seniors, as well as, health, mental health, homeless, immigration, and substance abuse services. HSC supports these nonprofit agencies, their workers, and their clients by being their champion and fighting for their issues. HSC tackles cross-sector issues and works with partners in government, philanthropy, academia, media, and other nonprofits to ensure the concerns of New York's human services sector and its constituents are heard.

The *Human Services Council* does this by:

- Enhancing the capacity of human services organizations to carry out their missions;
- Acting collectively to establish greater balance in the partnership between the human services sector and government;
- Influencing public policy and advocating for adequate funding for human services;
- Addressing the implications of social, racial, and economic justice issues in human services policy and delivery;
- Giving a voice to those we serve, highlighting their struggles and how human services programs help them; and
- Holding government accountable for the needs of all New Yorkers by honoring the commitments made to our communities.

Description

HSC seeks a senior policy analyst to assist HSC in working on City and State campaigns to influence policy that impacts community-based organizations and the people they serve. To that end, the position will include the following duties:

- Under the supervision of the Director of Policy and Campaigns, assist the Policy Unit with advocacy initiatives to achieve policy and budget priorities that strengthen the human services sector
- Analyze policies, procedures, and legislation that impact the human services sector in both City and State government
- Draft memorandums, letters, reports, briefings, and testimony to advance HSC's policy goals and budget priorities
- Organize and facilitate meetings with elected official and agency staff
- Collect and analyze data from HSC membership to support advocacy priorities and goals



- Create campaign materials such as one-pagers, talking points, advocacy toolkits, etc.
- Assist with developing messaging for advocacy goals and craft media strategies for reports, legislation, campaign materials, etc.
- Develop and facilitate training workshops for nonprofit executive leadership, workers, and clients for HSC's Organizing Academy
- Represent HSC at coalition meetings, public policy briefings, and testify at City Council hearings as needed
- Prepare and distribute training and educational materials to our membership on various topics
- Establish and maintain relationships with City Councilmembers and their staff
- Monitor the rollout of new City and State reporting systems, evaluating their impact on the provider community, and disseminating periodic updates to the membership
- Serve as a continuous resource to member agencies as the City and State implement procurement systems and propose other issues that impact the human services sector
- Leads on efforts to mobilize and organize members for public actions and grassroots advocacy

Key Skills

- Exceptional writing, editing, research, and presentation skills
- Synthesize and effectively communicate complex topics for a broader audience
- Adapts and responds positively in circumstances where priorities need to shift quickly
- Well-developed interpersonal communications style with diverse stakeholders
- Team-oriented approach to projects while managing individual work portfolio
- Self-starter who proactively drives forward ideas to achieve team and organizational goals
- Solutions-focused problem solver committed to crossing the finish line

Qualifications

- High degree of commitment to our mission, work, and the team; sound judgment; collaborative spirit; flexible; enterprising; and unafraid of challenges.
- Minimum six years' experience of public policy, advocacy, organizing, or social services, particularly in New York.
- Background in government/nonprofit contracting or nonprofit law is a plus.
- Graduate or professional degree in public policy, public administration, politics, law, or related field is preferred. Work experience can be substituted for an advanced degree.
- Working knowledge of policy issues in New York's human services field a plus.
- Firm understanding of City and State government legislative and budget processes.
- Proven track record managing multifaceted portfolio, particularly complex projects with multiple external stakeholders.
- Demonstrated ability to execute policy projects, including the creation of research pieces, advocacy materials, and data analysis.
- Demonstrated ability in breaking down complex concepts—dense legislative language, budget statements, or demographic data—for a lay audience and policymakers.
- Great facility with interpersonal communication and relationship building.



- Computer literacy a must.

Equal Opportunity

HSC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

HOW TO APPLY

Please send cover letter and resume to Michelle Jackson, Executive Director, at info@humanservicescouncil.org.

BENEFITS

Salary \$65,000-\$75,000, commensurate with experience

Generous benefits package including 403(b) with 6% contribution and matching, health , vision, dental, vacation days, and sick days.

All employees are currently working fully remotely due to COVID-19.