

**CITIZENS' COMMITTEE FOR CHILDREN OF NEW YORK, INC.**  
**JOB DESCRIPTION**

**POLICY ASSOCIATE FOR RESEARCH AND DATA ANALYSIS:**

Citizens' Committee for Children of New York, Inc. (CCC) is a 67 year-old non-profit, public interest child advocacy organization whose mission is to ensure that every New York child is healthy, housed, educated and safe. CCC's work environment is dynamic and fast-paced. Our unique approach to child advocacy is fact-based and relies on partnerships between professional staff and lay and professional volunteers, who serve on CCC's Board and Advocacy Council.

**We seek a full time Policy Associate for Research and Data Analysis** to manage the Keeping Track Portfolio including all data collection, statistical analysis and development of CCC's premier publication *Keeping Track of New York City's Children*, maintenance of *KT Online data warehouse*, and production of newsletters and presentations on the status of New York City's children.

**Responsibilities:**

- Selecting indicators and measures to determine the well-being of children and families in the 59 community districts of New York City.
- Conducting outreach to federal, state, city government agencies and university, research and policy organizations to identify data sources and make data requests.
- Collecting and analyze statistical, demographic and programmatic data focusing on all facets of child well-being (e.g., economic conditions, child welfare, education, child care, youth services, health, mental health, housing, as well as environmental and community safety) in New York City's neighborhoods.
- Collecting city and state budget data to track levels of investment for child and family services.
- Interpreting data and identifying where progress has been achieved and where barriers to meeting children's and families needs persist.
- Manipulating data to reduce complex information to simple descriptive statistics.
- Mapping data using geographical information systems.
- Developing need estimates for specific children's services (i.e., child care, after-school, children's mental health).
- Assisting program and policy and public affairs staff in developing fact sheets, integrating data into agency research, community education, and advocacy activities.
- Producing frequent newsletters on the status of children in New York City, producing the biannual Keeping Track publication, and updating and maintaining of the Keeping Track On-line database.
- Public speaking engagements to Community Based Organizations, Government Agencies, and Academic Conferences regarding the status of New York City's children as demonstrated by Keeping Track.
- Maintaining a library of reports about child and family issues.

**QUALIFICATIONS:**

- Excellent communication and analytic skills
- Ability to work with a diverse cross section of New Yorkers including but not limited to lay volunteers, professionals in child serving fields, advocates, and elected and appointed officials.
- Experience working with large data sets, collecting, analyzing, and organizing data
- Experience producing data driven reports and explaining data and statistics in non-technical terms
- Use of SPSS, MAP Info, Excel
- Willing to make a minimum of 3-year commitment.

**Education:**

- Masters in Public Policy, Economics, Urban Planning or Policy Analysis

**Salary Range:** Commensurate with experience. Competitive benefit package.

Citizens' Committee for Children is an equal opportunity employer and does not discriminate on the basis of race, national or ethnic origin, gender, sexual orientation, or disabling condition.

**Experience:**

Requires minimum three years of related and/or applicable experience. Must have knowledge of and demonstrated commitment to child and family issues. Must reside in New York City

**Reference Required:**

Provide three references, a writing sample, and salary history.

**Submit resumes, references, and writing sample and salary history to:**

Lorraine Tate, Executive Assistant  
Citizens' Committee for Children of New York, Inc.  
105 East 22<sup>nd</sup> Street, 7<sup>th</sup> Fl.  
New York, NY 10010  
**ltate@cccnewyork.org**

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