

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

### **POLICY ASSOCIATE FOR EARLY CHILDHOOD EDUCATION, EDUCATION AND AFTERSCHOOL SERVICES**

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 the Early Childhood Education, Education, and Afterschool Services portfolio.** Job responsibilities center on the three components of our work: fact-finding, community education and advocacy. This will include analytic work to evaluate the impact of early childhood education, education, and afterschool programs, policies, budget allocations or legislation; testifying at city and state hearings; meeting with elected and appointed government officials; participating in coalitions with colleagues; analyzing government data and developing and administering quantitative and qualitative data collection instruments to develop findings and recommendations that seek to inform improvement of programs, policies, budgets, or law.

#### **QUALIFICATIONS:**

- Highly motivated self-starter with capacity to multi-task in a fast paced work environment.
- Work experience in government, advocacy or academia on topics related to early childhood education, education and/or youth services
- Knowledge of federal, state and local government (budgetary and legislative process, program and funding structures)
- Strong quantitative and qualitative research skills. Working knowledge of SPSS or STATA a plus.
- Strong organizational, interpersonal, writing and communications 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.

#### **Education:**

- Master's Degree or equivalent in related field of public policy, social welfare, or law.

#### **Experience and Requirements:**

Requires minimum three years of related and/or applicable experience. Must have knowledge of and demonstrated commitment to children and families. **Must reside in New York City.**

#### **Please send a resume, three references, a 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**

**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.