



The Voice of the Human Services Community

Policy Analyst

About HSC

The Human Services Council of New York, Inc. (HSC) is a membership association, representing the nonprofit social service agencies throughout New York. Our membership includes 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 care and after school programs for children and youth to transportation and meals for seniors, as well as child welfare, health, mental health, homeless, immigration, and substance abuse services. The mission of HSC is to build broad recognition and support for the substantial and essential contributions of the nonprofit human service sector to the citizens and the fabric of New York.

To that end, HSC:

- sets the human services sector's short-term and long-term agenda on critical provider and client issues, organizing executive directors of federations and umbrella agencies, service providers, and other relevant organizations to speak with common purpose;
- develops and implements sector-wide initiatives and advocacy strategies;
- promotes the sector's partnership with government; and
- acts as the organized voice for the sector, building broad recognition and support for providers and clients from government, the business community, funders, and the public.

Description

HSC seeks a policy analyst to assist HSC in working with the City and State to improve the business relationship between nonprofits and government. To that end, the position will include the following duties:

- Under the direction of the Associate Director, assist the Policy Unit with advocacy initiatives.
- Analyze policies, procedures, and legislation that impacts the nonprofit procurement and contracting processes at the City and State
- Gather statistics that can be used to present the sector's priorities and experiences in contracting with government
- Collect and analyze data from membership to support priorities / goals
- Hold special trainings for members in the areas of lobby laws, contracting, procurement, and advocacy
- Represent the organization at coalition meetings and public policy briefings
- Prepare and distribute training and educational materials to our membership on various topics
- Draft memorandums, letters, and testimony to be used to advance policy goals
- Organize meetings with key elected and appointed officials
- Establish and maintain relationships with key government officials

- Convening Committee meetings to discuss concerns/issues with the development and implementation of the City and State's online procurement systems, HHS Accelerator and Grants Gateway.
- Creating strategies to ensure the needs and concerns of human service providers are incorporated into government procurement systems
- Monitoring the rollout of new City and State reporting systems, evaluating their impact on the provider community, and disseminating periodic updates to the membership
- Serving as a continuous resource to member agencies as the City implements procurement systems that impact the sector

Qualifications

- A graduate or professional degree in public policy, public administration, politics, law or related field and at least three years' experience. Work experience can substitute for an advanced degree
- Previous experience in public policy, advocacy, organizing, or social services
- Background in government/nonprofit contracting, local government procurement, or nonprofit law required
- Knowledge of policy issues in New York City's human service field as well as a firm understanding of city, state and federal government and legislative processes is preferred
- Strong written and oral communication skills
- Ability to work independently and take initiative in a fast-paced environment
- Dependability and attention to detail
- Computer literacy a must

Salary

\$50,000-\$60,000, depending on experience, generous benefits package.

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.

To apply

Send cover letter and resume to Michelle Jackson, General Counsel at info@humanservicescouncil.org