

POLICY & RESEARCH ANALYST

I. DESCRIPTION

The National Human Services Assembly (NHSA) seeks a full-time Policy & Research Analyst to conduct research, data analysis, and professional writing related to federal human service public policies. The Analyst will be responsible for conducting primary research and data collection for the development of a publicly available online database advocacy tool. The Analyst also will be relied on to provide strategic input on the overall project design and create original content to populate the policy database fields. The Analyst will report to the Manager of Public Policy and work closely with the NHSA grant project team. This is a one-year, grant-funded position with the potential for longer-term hire. The position is eligible for benefits.

II. HOW TO APPLY

Please submit a cover letter, resume, and writing sample of no more than ten pages to HR@nassembly.org.

III. DUTIES & RESPONSIBILITIES

- Provide research, data analyses, and written content to support NHSA's human service public policy grant project.
- Complete the data collection process through internet research, peer surveys, and interviews with human service policy advocates. The research will be primarily qualitative with the purpose of facilitating grassroots advocacy and engagement with federal policymakers about salient issues impacting the sector.
- Concisely translate findings into a Microsoft Access database for delivery to the end user via the online database resource.
- Assist with developing research methodology, data collection process and analysis, and delivery of information through the online resource. Other outputs may include infographics, issue briefs, fact sheets, or issue summaries aimed at making the online database resource accessible and useful to a wide range of audiences.
- Remain up to date about NHSA's, and NHSA members', policy priorities and provide analysis/research support for these needs. Respond to internal and external requests for analysis on human service policy issues.

- As needed, support the administration and content management of the online policy resource. Perform ongoing updates to the underlying data that populates the database.
- Collaborate with external partners to facilitate information sharing, and further joint advocacy initiatives.
- Other projects and tasks as assigned.
- Travel less than 5%.

IV. SKILLS & QUALIFICATIONS

- Bachelor's degree and at least one year of relevant, data-informed public policy research experience.
- Master's degree in public policy, public administration, or related field preferred.
- Superior qualitative and quantitative research skills. Experience working with federal legislation, regulations, and public policy research data. Should have experience with research methods and research design.
- Proven ability to concisely and visually package data- and research-driven analyses in a policy context with little guidance.
- Excellent oral and written communication skills. Experience synthesizing and communicating complex issues to policymakers, academics, and the public.
- Ability to accomplish multiple short- and long-term work activities independently and under tight deadlines.
- Proficiency in Microsoft Office, particularly Excel and Access.