



Policy Analyst

Summary of essential job functions:

The Policy Analyst is responsible for providing coordination and support for our work to prevent and end homelessness in Connecticut. The Policy Analyst will work largely in collaboration with a small team of staff at the Partnership and the coalition of organizations established to end homelessness in Connecticut.

The Policy Analyst will provide support to multiple committees and working groups convened by the organization. The individual will examine federal, state and local policy for opportunities to expand the availability of affordable and supportive housing and other housing related solutions toward the goal of ending homelessness in the state. The individual will also support specific initiatives related to the overall goals.

Responsibilities include:

- Analyzing and synthesizing data and information about local, state and federal housing policy issues
- Collaborating with staff, Campaign partners, and broader community stakeholders, to understand and implement effective policy solutions for meeting the goals
- Supporting the development of policy initiatives, including recommendations for legislative actions
- Conceptualizing, drafting, and disseminating educational and advocacy materials targeted at diverse audiences to be used for various media, including fact sheets, reports, email, websites, presentations, and events
- Conducting research of policy issues; formatting and disseminating findings
- Managing relevant content for Partnership website
- Work directly with Campaign leaders and partners to ensure efficient coordination and follow up
- Providing presentations and information to community stakeholders about the organization and associated initiatives
- Planning events, coordinating meetings, and additional partnership-building activities

Requirements:

- Personal qualities of integrity, credibility, and commitment to the mission of Partnership for Strong Communities
- A minimum of 2 years of experience in public policy development and advocacy
- Substantive knowledge of policy area(s) addressed by Partnership for Strong Communities strongly preferred
- A proven ability to work collaboratively as a colleague and team builder
- Master's degree in Public Policy or a related field
- Highly organized with very good verbal and written communication skills and demonstrated capabilities to work successfully within coalitions
- Experience in leading and facilitating meetings
- Research capabilities, analysis and utilization of data in the social sciences are desirable
- Experience in the field of housing or working on issues related to homelessness is a plus, but not a prerequisite
- A background in human services is also desirable but not essential
- Good interpersonal skills, motivation, commitment, passion, communication and being highly organized are essential

Additional Information:

- This position offers a competitive salary commensurate with experience and a robust benefits package.
- Less than 25% of time will involve travel.
- Qualified Candidates may e-mail cover letter and resume to:
Terry Nowakowski at terry@pschousing.org, Chief Operating Officer

The Partnership for Strong Communities is an Equal Opportunity Employer.