

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Policy & Budget Analyst
<b>Organization:</b>	Citizens' Committee for Children of New York
<b>Location:</b>	New York, NY
<b>Stipend and Benefits:</b>	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
<b>Start Date:</b>	September 3, 2019

## ORGANIZATION DESCRIPTION

Citizens' Committee for Children of New York (CCC) is a nonprofit and nonpartisan child advocacy organization whose mission is to ensure that every New York child is healthy, housed, educated, and safe. What makes CCC's approach to child advocacy unique is its data and research combined with the best features of public policy advocacy and a tradition of activism that dates back to its founding more than seven decades ago by Eleanor Roosevelt and other concerned citizens.

CCC is a recognized expert in advocating for child and family policies related to child welfare and juvenile justice; health and mental health; housing and homelessness; early childhood education, education, and after-school programs; as well as financial stability and healthy, affordable food. Our advocacy campaigns are designed to advance specific budget, legislative, and policy proposals that improve the well-being of New York City's children and their families. Learn more at [www.cccnewyork.org](http://www.cccnewyork.org).

## POSITION DESCRIPTION

A key part of CCC's advocacy work involves budgetary analysis, which our policy staff releases through summaries of preliminary, executive, and adopted budgets, as these relate to child well-being issues and our advocacy priorities. This work is significant given both the size of the budgets involved—\$88 billion in New York City and \$103 billion in New York State—and the complexities of many agencies, at both city and state levels, that strive to improve child and family well-being.

The Policy & Budget Analyst will expand upon this budgetary analysis by developing a variety of analytical and visualization tools that will help illustrate spending as it relates to the city's children and families as well as our advocacy priorities. The analyst's primary goal will be to educate, engage, and mobilize New Yorkers, and build a groundswell of public support for budgetary allocations that prioritize child and family well-being.

Key duties and responsibilities:

- Analyze city and state budgets (under guidance of CCC policy staff), as well as budgets of city and state agencies and departments, as they relate to child and family well-being spending;
- Produce reports, infographics, and presentations that provide insights into child and family spending by the city and state and, with the support and oversight of CCC's policy team, offer recommendations that will improve child and family well-being;

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- Collaborate with communications, data, and policy staff to further develop the **Keeping Track Online** mini-site—the largest database of its kind in the United States, providing a single aggregate source of government data on New York City’s 1.8 million children and their families, plus the ability to map services, supports, and infrastructure in communities—or a similar mini-site, based on budget insight and analysis;
- Create other online materials that map and illustrate budgetary allocations, as they relate to child and family well-being spending at the New York City and New York State levels; and
- Design and execute a dissemination strategy that promotes these resources to the media, direct service organizations, elected and appointed officials, the broader advocacy community, and New Yorkers at large.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders;
- Passion for, and preferably experience with, synthesizing complex information into clear, creative messaging for a wide range of audiences;
- Ability to multitask and contribute to time-sensitive tasks while not losing sight of larger projects;
- Excellent organizational and project management skills; and
- Excellent analytical and written/oral communication skills.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS online application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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