

JOB OPPORTUNITY: POLICY ANALYST

The Health and Welfare Council of Long Island (HWCLI) is seeking a full time Policy Analyst. We are private, not for profit, health and human services planning, research/public education and advocacy organization that serves as the umbrella for public and voluntary agencies serving Long Island's poor and vulnerable individuals and families. HWCLI's mission is *to respond to the needs of Long Island's vulnerable families and individuals ensuring that the voice of the powerless are heard.*

Position Overview:

The Policy Analyst will support HWCLI's mission by providing research and analysis on health and human service policy issues and developing policy and advocacy communications for Health & Welfare Council of Long Island. The position is a key member of the Senior Team.

Essential Duties:

- Research and analyze the impact of federal, state and local public policies, budgets and legislation on health and human services; with a focus on HWCLI's issue areas: suburban poverty, access to health care, nutritional security, disaster recovery and economic stability
- Make links between HWCLI's direct service, policy and membership work
- Provide internal reports to keep President/CEO and senior team updated on policy related issues. Make recommendations on advocacy and policy agenda for organization.
- Draft testimony and other advocacy documents for President/CEO and senior team to use for education and advocacy with elected officials and policy makers
- Draft advocacy and educational communications to be sent to members on policy related issues
- Develop reports, white papers and research papers as required on legislative and regulatory developments
- Coordinate and/or participate in HWCLI committee's and workgroups and other policy related coalitions and partnerships
- Analyze existing government data sources
- Participate in policy relevant meetings as requested
- Participate in policy related teleconferences and webinars on behalf of the organization
- Supervise student interns and fellows on policy research and reports
- Perform other duties as assigned

Qualifications, Required Skills and Experience:

- preferred relevant graduate degree in public policy, law or social science
- Extensive experience with policy research and advocacy
- Strong writing and communication skills
- Highly motivated self-starter with capacity to multi-task in a fast-paced work environment
- Knowledge of federal, state and local government
- In-depth knowledge of public benefit programs
- Strong quantitative and qualitative research skills
- Strong attention to detail

Benefits:

- Compensation is commensurate with experience
- Flexible Spending Accounts
- Holidays/Vacation/ Sick Time

Apply: Please send cover letter with salary requirements and resume to efdundon@aol.com.

HWCLI is an equal opportunity employer.