

National Association for State Community Services Programs

Policy Analyst

Overview

The National Association for State Community Services Programs (NASCSPP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training. For more information, please visit www.nascsp.org

Position Description

The role of the Policy Analyst will work closely with the Directors to conduct research on CSBG, Community Action and general poverty research to inform agency and network work as well as legislative goals. Responsibilities include design and management of client surveys, interviews with service providers, analysis of program evaluation data, and written reports. The Policy Analyst also will be responsible for managing key grants in the Research department to ensure completion of deliverables related to data collection, review, and analysis. The Policy Analyst reports to the Research Director.

Essential Responsibilities:

Research Development

- Conduct qualitative and quantitative analysis of data for a variety of stakeholders
- Communicate with states to collect, review, and organize data
- Develop surveys and interview tools to collect and organize data
- Complete evaluation projects for both CSBG and WAP
- Develop and draft annual reports, congressional reports, and other studies as requested (including text, graphs, tables)
- Assist with the designing and editing of data collection forms, instruments, and instructions

Research Communications

- Develop and draft fact sheets (state and national) and other research publications
- Develop and draft data content for social media, newsletters, blog posts, and the website
- Maintain and update NASCSPP webpages displaying research, data, and other publications

Grants Management

- Support the completion of administrative requirements associated with current cooperative agreements and MOUs. This includes the semi-annual report, grant continuation applications, and the project workplan
- Consolidate and standardize tracking of grant deliverables, contracts, and budgets
- Drive information on anticipated deadlines, project deliverables and priority items to project staff
- Complete final quality assurance review of all deliverables

- Track new funding opportunities and complete grant applications
- Assist with events and NASCSP conferences (requires travel)

Other

- As assigned by program directors
- Provide support to the Research Director and Senior Policy Analyst
- Coordinate work groups, such as the DATA Task Force, to provide feedback and input on the needs of the Network
- Assist with events and NASCSP conferences (requires travel)

Qualifications

- BA or BS required (commensurate experience may be considered in lieu of degree)
- Knowledge and experience of program evaluation principles, qualitative and quantitative analysis, theories, concepts and practices is a plus. Master's degree in social science discipline a plus.
- 2-3 years of experience in project management and grant oversight.
- Strong ability to communicate verbally and in writing.
- Knowledge and experience with MS Office Suite/Office 365 including Access, Power Point, Constant Contact/Mail Chimp, WordPress, Survey Monkey and Tableau.
- Strong ability to manage multiple tasks with little supervision and take on increasing responsibilities.

Salary Range / Benefits

The position is based in Washington, D.C., however, a remote position may be considered with the understanding that remote staff are required to travel to Washington, D.C. for staff meetings up to four weeks per year and are responsible for all expenses associated with the required staff meetings.

Salary range: high \$40s to low \$60s based on experience and remote vs local residence.

Benefits: Medical, Dental, Vision; AD&D; Sick and Annual Leave; Holidays, Simple IRA

Submission: Interested parties should send their cover letter/resume, in one PDF document, to nascspempops@gmail.com. Please note the job title "Policy Analyst" with your last name in the subject line. Applications accepted through 9/9/2021.