

Policy Analyst

Acme Corporation seeks Social Policy Research Assistant to assist V.P. for Policy Development in preparing and communicating recommendations on social policy issues.

Duties:

- Gather background information for position papers, presentations, and executive level decision-making.
- Provide written policy briefs and policy options for the V.P.
- Make presentations to executive management and elected officials as needed.
- Provide financial and performance analysis of department programs, operations, and policies with recommendations for improvement.
- Identify and maintain relationships with stakeholders in relation to work/project area.
- Maintain and analyze active research files of data and other resource information; provide objectively-based information for making decisions on program operations.
- Research relevant policy issues and initiatives; stay knowledgeable regarding new initiatives and developments.
- Provide analyses of relevant budgets and recommendations for both budget programming and revenue enhancement.

Qualifications:

- Master's degree in public policy or public administration.
- 1- 5 years work experience in the field.
- Excellent written and oral communications skills.
- Strong quantitative analysis skills.