



## **THE SUPPORTIVE HOUSING NETWORK OF NEW YORK**

### **JOB TITLE: Policy Analyst**

#### **About the Supportive Housing Network of New York**

The Supportive Housing Network of New York represents more than 200 nonprofit organizations that have created over 50,000 units of supportive housing across New York State. An additional 35,000 units are slated for the next fifteen years: 15,000 from a New York City commitment and 20,000 from the State. The Network uses advocacy, public education, training, technical assistance, research, and policy analysis to increase the public's understanding of supportive housing – affordable housing with voluntary services for formerly homeless people with disabilities and special needs. The Network identifies and shares best practices that continually improve the model's effectiveness and, most importantly, encourages the creation of enough supportive housing to end homelessness among the most vulnerable New Yorkers.

#### **JOB DESCRIPTION:**

As a member of the Network's larger policy team, the Policy Analyst will focus on budget and policy analysis, advocacy, research, and member support. Complementing the work of other policy team members focused on housing development and finance, this position is largely focused on policy related to social services. This person will be responsible for monitoring legislative, programmatic, and budgetary issues. The position requires someone passionate about housing and homelessness issues who is able to work with nonprofit members, government, NYC communities and elected officials.

The Policy Analyst position is full-time and will report to the Director of Policy and Planning. This position works out of the NYC office with frequent travel throughout NYC and requires occasional travel to Albany and Washington D.C.

#### **Responsibilities Include:**

- Track and analyze City budget items, legislation, and regulations that affect the supportive housing community.
- Co-develop strategy and implement City budget, policy, and legislative advocacy efforts as needed.
- Manage and implement strategy to educate City Council, other elected officials, and their staff on supportive housing issues.
- Communicate with members and government partners to identify and resolve concerns related to supportive housing within the Department of Health and Mental Hygiene (DOHMH), Department of Social Services (DSS), the HIV/AIDS Services Administration (HASA), Department of Youth and Community Development

(DYCD), Administration for Children’s Services (ACS), and other relevant city agencies.

- As needed, convene working groups, represent the Network externally in committees and campaigns, and coordinate lobbying visits, and other advocacy events.
- Draft policy papers, reports, testimony, newsletter articles, and member alerts.
- Co-lead and co-facilitate the Network’s monthly meetings of members – the NYC Advocacy Committee, Young Adult Provider Group, and Family Provider Group – to discuss budget, policy, and programmatic issues to better understand the needs of tenants and providers.
- Represent supportive housing providers as the Voting Member of the New York City Continuum of Care’s (CoC) Steering Committee. Participate as a member of the Youth Committee and Performance & Quality Improvement Committee.
- Supervise and manage college and graduate interns working within the policy team.
- Alongside Network staff, provide hands-on assistance with the planning and implementation of the Network’s three main annual events: the Gala (400+ attendees), the Conference (1,300+ attendees) and the Annual Meeting (200+ attendees). Assist with the coordination of other workshops and events as needed.

#### **Skills and Qualifications:**

- Demonstrated commitment to issues of homelessness and/or low-income housing.
- Qualitative analytical skills: ability to absorb and integrate complex information about supportive housing policies and programs – including budgets, contracts, and programmatic requirements – draw connections, and make recommendations.
- Knowledge of local, state, and federal government budget and legislative processes.
- Must be detail-oriented and possess excellent research and writing skills.
- Identify key takeaways from meetings, events, and news items and communicate them succinctly.
- Capable of facilitating meetings with a wide range of stakeholders, including housing and social service providers, government agency staff, and elected officials.
- Ability to work as part of a team as well as execute projects independently.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Master’s Degree in a relevant field (such as public policy, public administration, or social work) or equivalent experience (3+ years).
- Background in human services field a plus.

#### **How to Apply:**

To apply, send resume, cover letter, writing sample (500 words or less) and references to [jobs@shnny.org](mailto:jobs@shnny.org). Please include “Policy Analyst” in the subject line of your email. No phone calls, please.

Salary and title are commensurate with experience. The Network is an equal opportunity employer.