POSITION TITLE: Policy Analyst

JOB ID NUMBER: 29117

About the Office:
The New York City Mayor’s Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate the successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City’s successful municipal ID program, and spearheaded ActionNYC, a community-based program providing immigration legal services citywide, along with other notable initiatives such as the national Cities for Action coalition. The work of the office cuts across a broad range of issues – from immigration policy to health equity to economic justice to language access – and MOIA works closely with sister cities across the country to promote immigrant inclusion and integration.

About the Role:
The Policy Analyst will serve as a member of MOIA’s Policy team, which leads the office’s legislative work at the federal, state, and local levels; conducts original research; develops and implements policy and programmatic proposals; and engages in advocacy in support of New York City immigrants. The team also works closely with senior leadership at MOIA and with staff across the agency on office-wide priorities and campaigns.

The Policy Analyst will conduct research, provide policy and legal analysis on relevant local, state, and federal developments, draft policy and/or legislation, make policy and programmatic recommendations, implement programs, and otherwise support MOIA’s Policy team on a range of topics and issues. The Policy Analyst will conduct this work by reviewing relevant data, studies, and reports produced by subject-matter experts; conducting original legal, quantitative, and/or policy research as appropriate and by producing background and position memos, fact sheets, and other materials to be circulated internally as well as shared externally. The Policy Analyst will also draft talking points and consult on communications and public-facing materials. Where relevant and appropriate, the Policy Analyst will assist with project management and coordination, including assisting in the planning of meetings, calls, and events, note-taking, fact checking, and other similar duties.

The Policy Analyst will report to a senior-level member of MOIA’s Policy team.

Qualifications:

- Bachelor’s degree required, with 1-3 years relevant work experience
- Law degree or Master’s degree in demography, political science, public administration, or related degree preferred
- Subject-matter expertise on topics within U.S. immigration law, policy, demography, and immigrant integration
• Experience producing data-driven analysis and data visualizations
• Proficiency in Excel, R, and/or SPSS is preferred
• Familiarity with New York City government or other local government experience preferred but not required
• Demonstrated ability to prioritize and manage multiple assignments and work streams while meeting deadlines and shifting priorities and direction as needed
• Ability to work independently and exercise a high degree of initiative to accomplish tasks and solve problems
• Exceptional attention to detail
• Excellent research, writing, editing, oral communication, and interpersonal skills
• Ability to work with all levels of staff, inside and outside the agency
• Professional demeanor
• Foreign-language skills a plus but not required

Compensation:
Salary Range is $55,000 – 65,000; commensurate with experience, with excellent benefits

To Apply:
Please submit a resume, cover letter and three (3) references to Candidate Application

THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

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If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.