About the Office:

The Mayor’s Office to Combat Domestic Violence, established in 2001, coordinates the citywide delivery of domestic violence services, develops policies and innovative programs and works with diverse communities, City agencies, community based organizations and local leaders to raise awareness about domestic violence and strengthen the safety net for survivors and their children.

In November 2016, Mayor Bill de Blasio announced a NYC Domestic Violence Task Force (DVTF) to develop a comprehensive citywide strategy to reduce domestic violence by intervening as early as possible, enhancing pathways to safety for survivors and ensuring swift, effective and lasting enforcement to hold abusers accountable. The Task Force was co-chaired by First Lady Chirlane McCray and Police Commissioner James O’Neill under the direction of the Mayor’s Office to Combat Domestic Violence (OCDV) and the Mayor’s Office of Criminal Justice (MOCJ).

About the Role:

The DVTF released a set of 26 recommendations in April 2017, which include continuing the operations of the Task Force. OCDV now seeks a Policy Analyst. Under the direct supervision of the Deputy Executive Director for the DVTF, the job responsibilities of the Policy Analyst include, but are not limited to:

- Analyze, summarize and present qualitative and quantitative research and data related to DVTF programs;
- Monitor program implementation, operation and goals through collecting and analyzing data and other information;
- Work with OCDV and MOCJ staff to ensure accurate data collection and interpretation of program data;
- Utilize SQL, SPSS and Excel to query agency data;
- Create, maintain and disseminate analytic reports, statistical summaries and comparisons;
- Assist in the development and administering of survey instruments, forms and questionnaires;
- Manage data for external reporting for grants and other purposes; and
- Complete analytical projects alone or as part of a team.

Qualifications:

- Master’s Degree or Bachelor’s Degree with one year of experience in an area related to duties described above;
- Experience with NYC government agencies and background in criminal justice, social services or domestic violence, preferred;
- High proficiency with Microsoft Office, including advance knowledge of Excel;
• Experience analyzing data using statistical packages, in particular SPSS;
• Experience querying large databases using SQL strongly preferred;
• Entrepreneurial spirit with the ability to prioritize work and meet deadlines;
• Strong verbal and written communication skills; and
• Strong interest in public service delivery preferred.

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application For additional information, see: http://www1.nyc.gov/site/ocdv/about/employment-internships.page and http://www1.nyc.gov/site/criminaljustice/index.page.

New York City Residency Is Required Within 90 Days Of Appointment
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