

NEW YORK CITY COUNCIL JOB POSTING

Position	Policy Analyst	Work Hours	9am-5pm
Division	Legislative Division	Open Date	10/11/2016
Number of Positions	2	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The New York City Council is seeking to fill policy analyst positions in its Legislative Divisions. Responsibilities will include conducting policy research and analysis, managing relationships with stakeholders, assisting in the preparation of committee hearings, and drafting committee and oversight reports.

REQUIREMENTS

Applicants must possess excellent academic credentials; superior writing, research and analytical skills, and strong communication and organizational abilities. The right candidate will be hard working, creative, enthusiastic and a team player. Ideally, candidates will have policy experience in areas related to immigration, civil rights, and/or criminal justice issues. **Graduate degree is preferred.** Familiarity with New York City Government and work in the government or non-profit sector is a plus. Salary is commensurate with experience. Only qualified candidates will be contacted.

New York City Residency Required within 90 Days of Appointment.

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

MAIL: New York City Council
Attn: Administrative Services/Recruitment Unit
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
