



Research and Policy Associate—Self-Sufficiency Program

The Women's Center for Education and Career Advancement is a 37 year-old organization that helps low-income families in the New York City metropolitan area move out of poverty and achieve economic self-sufficiency through direct services to clients and the development and dissemination of resources that assist families, policy makers, service providers and employers to plan for self-sufficiency. The Self-Sufficiency Program provides print and on-line resources, training and technical assistance to NYC agencies to help working adults or adults just reentering the labor market get the work supports they need and attain economic self-sufficiency.

Research & Policy Associate Primary Function:

Maintain expertise in poverty issues and public benefits/work support policy to inform resources and programs developed by the Self-Sufficiency Program.

Primary duties and responsibilities:

- Research and develop content for Self-Sufficiency publications regarding work support eligibility and access.
- Ensure accuracy of Program materials. Adapt and create new materials as needed.
- Attend meetings, training sessions and workshops relevant to work supports and issues affecting low-income women and their families.
- Develop and maintain expertise in poverty issues and public benefits/work supports.
- Work with Benefit Specialist to provide user support and customer service to users of the Self-Sufficiency Calculator for the City of New York.
- Co-facilitate regular Self-Sufficiency Calculator training sessions for counselors and periodic benefit workshops for Calculator users.
- Ensure coordination of reporting, evaluation and service delivery efforts for key program stake-holders.
- Work with Program team to develop short- and long-term program and policy goals.
- Perform other duties relevant to position or as requested.
- Position reports to the Self-Sufficiency Program Manager.

Qualifications:

- Bachelors or master's degree in relevant field.
- 5+ years of relevant experience.
- Previous experience with the Self-Sufficiency Calculator strongly preferred.
- Experience with program evaluation, data analysis, and training curriculum preferred.
- Broad knowledge of poverty issues and public benefit/work support programs.
- Good problem solving skills; ability to visualize a problem or situation and think abstractly to solve it.
- Ability to communicate effectively, especially in writing, with various audiences.
- Good math skills.
- Solid computer skills and facility learning new software a must.
- Ability to work both independently and on a team.
- Sense of mission and sense of humor essential.



How to apply:

Interested applicants should send a cover letter and resume **by June 15** to jobs@wceca.org or:

Self-Sufficiency Program - Jobs
Women's Center for Education and Career Advancement
11 Broadway, Suite 457
New York, NY 10004