

The Governor's Office of Storm Recovery Job Description

Title: Policy Analyst

About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

Position Summary

Within the GOSR's Policy team, the Policy Analyst will play a critical role in developing and advancing GOSR's policy agenda and supporting the team with quantitative analytic support where requested. The analyst will investigate existing policies related to GOSR's work, identify potential impediments, and help to develop solutions at the local, state, and possibly federal levels.

Responsibilities include, but are not limited to:

- Analyze existing policy and develop solutions that will support effective models being researched by the organization
- Write about policy and practice in a variety of voices and media (e.g., memos, briefs, case studies, technical reports, and social media) to support GOSR's policy agenda.
- Coordinate technical-assistance projects involving cross-functional teams.
- Coordinate all aspects of meetings, conferences, and workshops related to policy, advocacy, and system building (e.g., scheduling, planning content, booking speakers and travel, preparing materials, and post-event follow-up).
- Design and deliver presentations at meetings and conferences, and actively participate in work groups and advisory teams as needed.
- Build and maintain meaningful working relationships with outside entities and individuals, including those working in related government agencies, and funding institutions.
- Other administrative support to team where requested.

Qualifications:

- A bachelor's degree or equivalent years of experience
- A minimum of four years of experience
- Knowledge of public policy in the areas such as infrastructure, the environment, housing, economic development, small business and/or community development is preferred.
- Ability to write well and work collaboratively with program and communication staff
- Ability to think creatively
- Strong interpersonal skills, and the desire to work collaboratively
- Ability to manage multiple projects in a fast-paced environment
- Strong research and analytic skills
- Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint
- Willingness and ability to travel within New York City, as well as occasional statewide

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.