



JOB VACANCY NOTICE

Office Title: Maternal Health Policy Analyst

Salary: \$75,000-\$80,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 – Full Time

The Office of the Brooklyn Borough President's Policy unit focuses heavily on preserving the affordability and accessibility of the city for people of all backgrounds and income levels. The office is deeply invested in issues concerning economic recovery, affordable housing, health, education, and quality of life. The Borough President is committed to closing the maternal mortality and morbidity gap between women of color and their white counterparts in Brooklyn and hopes to make Brooklyn the safest place for childbirth in the country. We are seeking a candidate with knowledge of maternal health, midwifery, infant health, and women's health issues, particularly within the context of the New York City healthcare system. The Analyst's scope will include coordinating the Maternal Health Task force, which has been assembled to advise the Borough President on maternal health policy. The Analyst will conduct research analysis, draft policy recommendations, and assist in the development and implementation of public policy priorities of the office. The position requires the ability to quickly analyze complex legislative and policy matters and identify their significance within New York City. The Maternal Health Policy Analyst will report directly to the Deputy Chief of Staff for Policy.

Role and Responsibilities

- Self-directed research of policy matters using original source material, primary documents, news media, the City's key policy, budget documents, precedents from other jurisdictions, the City's open data platforms, and the [Comprehensive Plan for Brooklyn](#) that the Borough President released in 2023.
- Writing in-depth policy reports based on original empirical research.
- Communicating regularly with advocates, staff, and the community, learning their ongoing issues and needs, while providing them with resources and information.
- Attending relevant community meetings.
- Organizing and implementing special projects related to the office's policy interests.
- Maintaining a working network of outside sources, including public interest advocates and government colleagues, to form policy research ideas and recommendations.
- Maintaining familiarity with policy developments in the City and State related to women's and maternal health.
- Analyzing developments in City and State government and preparing written briefings, and assist in preparing and delivering testimony on behalf of the Borough President at public hearings, including those for City Council.
- Identifying emerging issues and policy trends consistent with the office's policy agenda.
- Giving presentations to the Borough President and senior staff to initiate new policy investigations and research projects.
- Organizing and leading collaborative workgroups.

- Other duties as assigned.
- Must be flexible to work nights, and weekends, and attend events as needed.

Minimum Qualifications Requirements

1. A Bachelor's degree from an accredited college in public policy, sociology, political science, or public health is preferred with at least two years of experience in policy, research, and/or community work in an area related to the duties described above; or
2. High school diploma or equivalent with at least six years of experience in community work or community-centered activities in an area related to the duties as described above.

Preferred Skills

- Candidate should have experience in healthcare, a health policy organization, or health-focused community organization.
- Strong written and oral communication skills.
- Excellent interpersonal, problem-solving, and organizational skills.
- Extensive qualitative and quantitative research experience preferred.
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of Brooklyn and interest in its neighborhoods/communities and knowledge of NYC agencies and previous work in a government office are a plus.

To apply: Submit a resume, cover letter, and two writing samples to BKBPHR@brooklynbp.nyc.gov with the subject line "Maternal Health Policy Analyst." Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. 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 apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).