



Title: Policy Analyst
Location: New York City. Hybrid, with weekly time in the office.
Wage: \$80K salary plus benefits
Deadline: Applications will be accepted until the position is filled.
Date: August 2022

Open Plans is a 501(c)3 non-profit with a mission to transform the streets of New York City to be truly livable for the residents of this city. We use tactical urbanism, grassroots advocacy, policy and targeted journalism to promote a culture of community, joy, mobility, accessibility and sustainability.

We are seeking a mission-driven professional to assist with implementing our legislative policy agenda. The worldwide movement to reclaim public spaces for the public good informs our work, and we believe that human connection, creativity, and climate are strongest when people's needs take precedence over the storage and movement of vehicles.

Key Responsibilities include:

- Support the Director of Policy on various campaigns, including:
 - campaigns targeting the reduction of driving in the city, including guidelines, targets and ideas aimed at all sectors contributing to vehicular traffic in the city, such as city and state government fleets, businesses, private car owners, online delivery fleets and others;
 - campaigns calling for effective management of curbside space in the city, including trash corrals/containerization, loading zones, safety and traffic calming improvements, open dining, bike share, and more;
 - campaigns to promote a more equitable system for improvements to our public spaces, including eliminating required liability insurance for public space improvements and creating consistent levels of service between drivers, bicyclists, and sidewalk users for repairs and snow removal.
- Assist with research into current policy, comparative policy in other cities, potential coalition partners, neighborhood data (such as commute patterns, car ownership, etc), and other similar information.
- Work with our Communications Director to draft bill briefers, op-eds, talking points, and other needed materials based on research.
- Serve as a thought partner on campaign development and strategy. Attend meetings with stakeholders, coalition partners, and legislative leaders.
- Participate in weekly Open Plans meetings and collaborate with other Open Plans staff.

The Ideal Candidate has:

- Experience researching policy issues.
- Genuine curiosity about how policy happens and how processes can be improved.
- Ability to connect with people and understand their perspectives.
- Comfortable working with data sets and synthesizing information.
- Knowledge of New York City government and city agencies.
- Ability to recognize when they don't know something and the facility to quickly learn.
- Persuasive oral and written communication skills.
- A strong interest in and an affinity for livable streets, quality of life issues and creating a city that works for the vast majority of non-car-owning New Yorkers.
- Strong workflow, time-management and organizational skills.
- Flexible, creative and critical thinking skills that enable you to think of many ways to reach goals.
- A team player mentality.

The Policy Analyst will report directly to our Director of Policy and will be a collaborative, integral part of a small team at Open Plans.

Benefits

In addition to their annual salary, employees receive access to health, dental, & vision plans; FSA access; a voluntary 401(k) plan; 15 paid days off; 11 paid holidays annually. Open Plans' Tribeca office is a beautiful space filled by natural light and greenery, with generous snacks, a coffee bar, and refreshments.

How to Apply

Please send a cover letter, resume, writing sample and three references to Eric Parker (he/him) at eric@openplans.org. The subject of your email should read "Policy Analyst Application." Your writing sample should be an original work and can be as simple as a one page answer to the prompt: How do you feel in urban environments? Or what does community mean to you? For your references, please share their name, phone number, email address and your connection to that person.

About Open Plans

Open Plans uses tactical urbanism, grassroots advocacy, targeted journalism and policy to promote structural reforms within city government that support livable streets, neighborhoods and the city-at-large. The worldwide movement to reclaim public spaces for the public good informs our work, and we believe that human connection, creativity, and climate are strongest when people's needs take precedence over the storage and movement of vehicles. We are a growing, mission-based organization with experience, enthusiasm, and an eagerness to change New York City and beyond.

We believe that issues of public space, environmental impacts, and street safety disproportionately affect the most marginalized people in society, including people of color, people from working class backgrounds, women, and LGBTQ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities or who are members of other marginalized communities.