RECRUITMENT ANNOUNCEMENT

Position Title:	**Management Analyst**
Agency Title:	**Program Associate**
Job ID:	**25817**
Open to:	**Public**
Open Period:	**April 10, 2024 – April 17, 2024**

As the state education agency for the District of Columbia, the Office of the State Superintendent of Education (OSSE) is sustaining, accelerating, and deepening the progress being made for DC's 97,000+ students. We work in partnership with 470+ early childhood facilities, 200+ schools, 60+ local education agencies (including DC Public Schools and public charter organizations), and countless community-based organizations. In pursuit of our mission to remove barriers and create pathways for District residents to receive a great education, we set statewide policies, provide our education partners with resources and support and exercise accountability for all public education in DC.

OSSE's **Office of the Chief of Staff** is a dynamic team that provides strategic guidance and support to the Superintendent, overseeing the implementation of the agency's strategic plan and other high-profile priorities. We are looking for someone with excellent analytical, communication and organizational skills to join our team as a Program Associate. This position will offer access to senior leadership, broad exposure to the range of policy and programmatic issues, and the chance to work closely with the Superintendent. It is ideal for a self-starter who is interested in building the knowledge, skills and relationships that will prepare them for a leadership role in the education sector.

This role will report to the Deputy Chief of Staff – Internal Planning & Supports.

Job Responsibilities

Internal and External Performance Management (40%)
- Manage the collection, submission, and tracking of external agency performance metrics to the Office of the City Administrator
- Support internal agency performance tools and performance management routines, through reporting, data tracking, and meetings with agency leadership
- Works closely with one to two strategic priority leads to monitor implementation of the 2023-2025 strategic plan and ensure Chief of Staff review and engagement, as needed to support key projects

Organizational Support (30%)
- Provide planning and organizational support for the agency's Leadership Team
- Provide planning and organizational support for the Superintendent's monthly meeting with leaders from local education agencies (LEAs) across the District
- Support administration and analysis of the annual OSSE Staff Survey

- Support management of the Superintendent's calendar, in partnership with the Chief of Staff and Executive Assistant
- Track down ad hoc requests for information from across the agency for the Superintendent and Chief of Staff

Research, Analysis and Special Projects (30%)
- Engage in short and medium-term projects to support cross-agency, strategic, and special priorities
- Analyze internal surveys, identify key takeaways, and develop presentations to communicate findings to staff and leadership
- Develop briefing documents, decision matrices, memos, presentations, website content and other materials to support the Superintendent and high priority initiatives
- Provide timely and value-adding research and synthesis

Candidate Skills & Qualifications
- 3-4 years of relevant work experience
- Exceptional organizational skills and a strong attention to detail
- Experience managing multiple projects and small tasks simultaneously, with track record in moving work forward and driving results
- Experience identifying and tracking measures to monitor progress towards strategic goals (preferred)
- Ability to work effectively with others at all levels of an organization and to consistently display a high level of professionalism in all interactions
- Strong written and verbal communication skills
- Ability to synthesize information from multiple sources to solve problems, identify trends, and create narratives
- Demonstrated experience with developing presentations in PowerPoint, briefing materials, and talking points
- Adaptability to changing needs and priorities
- Ability to conduct basic analysis using Excel (preferred)
- Deep interest in education policy issues, the role of a state education agency, and the DC education landscape

Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to follow the steps below to apply for the position:
- Click on the following link:
- www.dchs.dc.gov/external-link/careers-dc
- In the Search Jobs section, enter 25817
- Click on the job requisition entitled **Management Analyst**

If you are having technical issues, please contact DCHR at (202) 442-9700