

Anam Circle Think Tank
Position Description
Policy Fellow and Senior Policy Analyst

Anam Circle is an interdisciplinary and intergenerational community-based public policy think tank and innovation lab that provides policy analysis and research for community groups and local governments in the Greater Capital District of New York and surrounding regions. We provide thought leadership, applied problem solving, policy analysis and research, policy innovations, community assessments, strategic planning, scenario planning, table top simulation exercises, community education, mobilization and engagement; environmental governance; and technical assistance and capacity building to advance environmental, social and economic sustainability and resilience in local urban, rural and coastal communities. Anam Circle's work can be used to guide important and timely policy decisions and to make better evidence-based decisions. We specialize in systems analysis, systemic change, nonlinear "wicked problems", participatory community engagement and behavior-based human dimensions (attitudes, norms, frames, narratives and behaviors). Anam Circle is an initiative of the Anam Earth Center for Sustainability and Culture, a 501(c)(3) nonprofit community-based organization.

Anam Circle engages experienced policy fellows and senior policy analysts to train, guide, mentor and work collaboratively with talented and capable undergraduate and graduate students (junior analysts) to examine the environmental, social, economic and governance dimensions of current and future public policies. Anam Circle fellows and analysts are trained in advanced public policy analysis, research skills, report writing and participatory public engagement.

Policy Fellow Position Description: As a member of a collegial team, Policy Fellows work collaboratively with Senior Policy Analysts and Junior Analysts to conduct policy research, collect data and provide analysis of the environmental, social, economic and governance issues as a service to community groups, local governments and other public and community agencies. Specific projects may include: (1) conducting data collection and policy research; (2) conducting policy analysis; (3) generating policy reports based on the findings of the research and analysis; (4) hosting town hall meetings and other public engagement activities to inform and mobilize local leaders, officials and community members; (5) engaging the community in participatory planning processes; and (6) providing technical assistance and training for capacity building. Policy Fellows provide training, guidance and mentoring for Junior Analysts, and provide significant initiative and thought leadership.

Qualifications: Advanced degree (Ph.D., J.D., or Masters Degree or equivalent) and 5 or more years of public policy analysis experience; policy expertise in one or more areas; competence in research skills; experience in project management and participatory public engagement; excellent verbal and written communication skills; excellent computer skills; supervisory experience; and mentoring and/or training experience.

Senior Policy Analyst Position Description: As a member of a collegial team, Senior Policy Analysts work collaboratively with Policy Fellows and Junior Analysts to conduct policy research, collect data and provide analysis of the environmental, social, economic and governance issues as a service to community groups, local governments and other public and community agencies. Specific projects may include: (1) conducting data collection and policy research; (2) conducting policy analysis; (3) generating policy reports based on the findings of the research and analysis; (4) hosting town hall meetings and other public engagement activities to inform and mobilize local leaders, officials and

community members; (5) engaging the community in participatory planning processes; and (5) providing technical assistance and training for capacity building. Senior Policy Analysts may provide some training, guidance and mentoring for Junior Analysts.

Qualifications: Advanced degree (Ph.D., J.D., or Masters Degree or equivalent) and 2 years of public policy analysis experience; policy expertise in one or more areas; competence in research skills; experience in participatory public engagement; excellent verbal and written communication skills; excellent computer skills; and some mentoring or training experience.

Contact Information

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