

Company: Gateway Development Commission

Job Title: Policy Analyst

Location: New York/New Jersey

Date: May 16, 2023

Job ID: 8-001

Summary of Responsibilities

Gateway Development Commission (GDC) is seeking a highly motivated and experienced Policy Analyst to join our team. The Policy Analyst will be responsible for examining the efficacy of existing policies and laying out the groundwork for new programs and initiatives to meet GDC's objectives and goals.

Essential Functions

- Review and analyze existing policies to assess their effectiveness in achieving GDC's objectives and goals.
- Develop and propose new policies and initiatives to improve the effectiveness of GDC's operations.
- Review and amend policy drafts and propose suggestions to improve the effects of existing policies.
- Work closely with the executive management team to implement the Commission's goals and objectives.
- Conduct research on policy issues related to transportation and infrastructure development.
- Prepare reports and presentations on policy issues for the executive management team and the Board of Directors.
- Represent GDC in meetings with external stakeholders, including government officials, community groups, and other organizations.
- Develop and create effective public materials, such as reports, presentations, and briefings, for critical stakeholders, including GDC board members, USDOT officials, industry partners, and other external stakeholders.
- Oversee special projects, including contracts, for GDC priorities as directed by the CEO and Chief of Staff.
- Provide policy recommendations and analysis on key topics of interest for the GDC board and other stakeholders, including emerging trends, best practices, and innovative solutions.
- Provide support to the CEO at external meetings and events, including preparing presentation materials such as PowerPoint slides, keynote speeches, and other related documents.

Job Requirements

- Bachelor's degree in public policy, Political Science, or a related field. Master's degree preferred.
- At least 5 years of experience in policy analysis or related role.
- Strong research and analytical skills.

- Excellent communication and interpersonal skills.
- Demonstrated ability to develop and propose policies and initiatives that improve organizational effectiveness.
- Familiarity with transportation and infrastructure policy issues is preferred.
- Ability to work independently and as part of a team.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Policy Analyst” in the subject line.