

Job Announcement

Policy Analyst–Education Project

The Leadership Conference on Civil and Human Rights
The Leadership Conference Education Fund

The Leadership Conference on Civil and Human Rights, the nation's leading civil and human rights coalition, and The Leadership Conference Education Fund, the research and education arm of the civil rights coalition, seek applicants for a full-time position as a Policy Analyst. For more information about the organizations, visit www.civilrights.org.

Description

The policy analyst will focus on federal and state policies to achieve educational equity, primarily in the K-12 sphere. The analyst will also have an opportunity to work on access to postsecondary education, the enforcement of civil rights laws in schools, and policies to ensure a safe school climate for students and teachers. S/he will have the opportunity to work with national and local staff of leading civil rights and child advocacy organizations. S/he will also be an integral member of our internal education team and will collaborate with our communications and field staff to maximize our potential to educate about and advocate for high-quality public schools for all children.

Skills and Qualifications

The job requires a demonstrated commitment to civil and human rights for all persons in the United States; familiarity with state and federal education policy issues, including, e.g., Common Core State Standards, the Elementary and Secondary Education Act (ESEA), resource equity, and teacher quality; demonstrated research ability using online and offline materials; excellent writing skills; an ability to manage multiple tasks; excellent interpersonal skills; and an ability to work in a fast-paced environment and meet deadlines.

Good verbal skills; desire and ability to work with diverse groups of people; ability to manage a complex workload; ability to organize time efficiently; and a high level of personal energy and commitment are essential.

Experience required: A minimum of three years' experience in education law or policy; excellent research and writing skills; and proficiency in Microsoft Office programs. We also prefer candidates with experience with legislation or litigation, as well as familiarity with federal education or other databases.

Education required: Advanced degree or masters degree in policy, educational research, or a related field preferred. Candidates with experience in quantitative research will also be preferred.

Duties and Responsibilities

- Draft and edit short policy statements, fact sheets, talking points, and other products on educational equity and reform.
- Play a major role in training and assisting state and local leaders on data-driven advocacy, i.e. how to use data to inform and bolster advocates' work in advancing educational equity.
- Conduct policy research in the areas of: Common Core State Standards; K-12 assessments and accountability systems; teacher quality and effectiveness; the inclusion of and services for English learners and students with disabilities; school finance; and strategies to improve the quality and amount of high-quality learning time for students in disadvantaged communities.
- Compile and summarize new and existing research from coalition partners and academic and government/public sources.
- Attend conferences and other external meetings related to The Leadership Conference's education policy interests.
- Monitor state and federal legislation and other education policy developments of interest to coalition members.
- Other duties and projects that may be assigned.

Salary and Benefits

This is a mid-level position with a salary commensurate with experience and The Leadership Conference's pay scale.

To Apply:

This position will be open until it is filled. Interested persons should apply ASAP to the address below and include the following:

- a resume of up to 2 pages in length,
- cover letter expressing interest and summarizing qualifications
- two writing samples (at least one academic; the other may be issue or advocacy-oriented)

The Leadership Conference on Civil and Human Rights

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1629 K Street, N.W., Suite 1000

Washington, D.C. 20006

ATTENTION: Policy Analyst-Education

or

personnel@civilrights.org with "Policy Analyst-Education" in the subject line

We are not able to handle telephone inquiries.

The Leadership Conference and The Education Fund are equal opportunity employers and seek applicants who will contribute to the diversity of our staff.