

Higher Education Program Analyst

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

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

Description

The program analyst will support the education equity program with a specific focus on higher education, including support for national partner advocacy in the areas of higher education policy generally and the Higher Education Act (HEA) specifically. The analyst will be responsible for communicating with partners in national and state/local civil rights organizations about policy proposals and policy remedies to achieve equity in higher education. The analyst will speak and write fluently for a variety of audiences about the barriers confronting students of color, students with disabilities, English learners, LGBTQ students, immigrants, girls, religious minorities, and low-income students in the education system and needed changes to policies, practices, and decision-making that would help to remove those barriers and ensure all students' success. Additionally, the analyst will be responsible for following education policy developments at the federal and state levels and recommending positions to advance civil and human rights in higher education. Current areas of work include support for the civil rights agenda in higher education; eliminating disparities in college access and success; accountability for for-profit colleges; and sustaining civil rights protections in the U.S. Department of Education.

The analyst will have the opportunity to work with national and local staff of leading civil rights and education advocacy organizations and will also share in the responsibility of representing the civil rights perspective on education policy matters in diverse settings from Washington, D.C. policy meetings to community-based information sessions and webinars. The analyst will also be an integral member of our vibrant, ambitious, passionate and dedicated internal education team and will collaborate with our communications and field staff to maximize our potential to advance educational equity. Some administrative responsibilities related to the education project are required and this job requires some travel.

Skills and Qualifications

The job requires a demonstrated commitment to civil and human rights for all persons in the United States; strong writing and public speaking skills; the ability to communicate complex policy ideas to diverse audiences; attention to detail and accuracy in communications; familiarity with the legislative process and federal education policy (including, e.g., the Higher Education Act (HEA), regulations implementing HEA, or the Department of Education's Office for Civil Rights); demonstrated research ability using online sources; and the ability to connect policy issues to core civil rights priorities.

Successful candidates will be outgoing, assertive, flexible, collaborative and creative problem solvers who take initiative and enjoy contributing to robust policy and strategic discussions, are able to manage complex and changing workloads, and have demonstrated a commitment to educational equity.

Experience required: A minimum of three years' experience in education advocacy, policy, or law; excellent research and writing skills; and proficiency in Microsoft Office programs are required. Experience in schools or in community organizing are both highly valued.

Education required: Bachelor's degree required. Advanced degree in policy, education, or a related field a plus.

Duties and Responsibilities

- Build and maintain relationships with national, state, and local partners
- Contribute to conversations about advocacy strategy at the national, state, and local levels
- Communicate policy information in writing and orally to diverse audiences including national and local advocates and policymakers
- Support national civil rights and education coalitions
- Plan meetings with partners, policymakers, and others
- Draft policy documents for broad and diverse audiences (including, e.g., issue briefs, summaries, letters, fact sheets, memos and talking points)
- Contribute to strategic conversations in Washington, D.C., and in states based on knowledge of education policy, political dynamics and strategic considerations, and the civil rights community's interests
- Respond to policy questions from national and state partners regarding both federal policy and proposed state policy
- Present to partners on federal and state policy issues and engage in strategic conversations with the goal of empowering partners to effectively advocate for educational equity
- Research and analyze federal and state policy alongside education team members
- Respond to quick research requests or other rapid response needs
- Publicly speak about the organization's work and priorities in multiple settings
- Travel to convenings, meetings and conferences
- Provide limited administrative support for the education policy team
- Other duties and projects as 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 advocacy-oriented, the other may be academic)

**The Leadership Conference on Civil and Human Rights
The Leadership Conference Education Fund
1620 L Street NW, Suite 1100
Washington, DC 20036
ATTENTION: Higher Ed Program Analyst**

or

personnel@civilrights.org with “Program Analyst- Higher Education” in the subject line

We are not able to handle telephone inquiries.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.