

AEP Policy Researcher

Status: Exempt

Date: July 2016

Position Purpose:

A policy researcher for the Arts Education Partnership (AEP) at Education Commission of the States will contribute to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. The policy researcher will work with the Arts Education Partnership (AEP) at Education Commission of the States and will contribute to AEP's mission to ensure every student in America succeeds in school, work and life as a result of a high quality education in and through the arts. Under the supervision of the Director, the policy researcher's primary functions will include tracking state arts education-related and organizational partner activity, writing policy briefs related to arts education, collecting success stories and events from the 100 organizations that belong to AEP and responding to real-time requests for information from key constituents.

Essential Duties and Responsibilities:

1. Write and edit policy reports for publication and Web distribution.
2. Read arts education-related academic studies and accurately synthesize key findings and policy recommendations for a non-academic audience.
3. Contribute project concept ideas individually and as a member of teams. Assist in linking projects between departments and with other organizations.
4. Assist with meeting planning, including determining meeting objectives, speaker identification, preparation of background materials and synthesis of conference proceedings.
5. Draft, contribute to, and edit policy reports, blogs, newsletters, and other communications materials for publication and Web distribution.
6. Support the implementation of strategic planning priorities as directed by the AEP director, including active engagement with partners around the AEP 2020 Action Agenda for Advancing the Arts in Education.
7. Help provide content and ideas to a bi-weekly Arts Education Digest.
8. Perform other ECS duties as required.

Other Potential Duties and Responsibilities:

1. Contribute to concept papers, grant proposals.

Job Specifications:

- Minimum bachelor's degree.
- 1-3 years previous experience in the arts, education, or public policy.
- Maintains neutrality and objectivity on polarizing issues.
- Basic knowledge of education systems and policy issues.
- Curiosity about the arts, arts education and the role arts play in student achievement.
- Builds and maintains good team relations.
- Collaborates effectively with other staff members and representatives from partner organizations.

- Identifies the organization of tasks and the time schedules to help accomplish goals efficiently, creatively and effectively.
- Self-motivated and works autonomously with minimal supervision.
- Locates information concerning complex issues and determines relevance and importance.
- Distinguishes validity among a wide variety of resources.
- Conveys complex information clearly, both orally and in print.
- Strong sense of integrity and professionalism in representation of the organization, both internally and to external constituents and leaders.
- Manages multiple tasks with competing deadlines; meets deadlines.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

Supervisory Authority:

Does not have supervisory authority. Receives direct supervision, and may be mentored by senior staff.

Communication:

ECS Policy Researchers communicate regularly with members of the media, ECS staff, staff of ECS officers, partner organizations, and other education organizations.

Physical/Cognitive Demands:

The policy researcher must meet deadlines; make decisions quickly under pressure; assume independent responsibility; have high energy, creativity, and sound judgment; and have maturity and confidence to interact with members of the media and high-level education leaders.

Working Conditions:

Possible out-of-state travel depending upon project demands. The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier, and fax.

Compensation and Benefits:

ECS offers competitive compensation and benefits, including health, dental, life, long term disability, and vision insurance, a flexible spending account, a health reimbursement account, and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

Applying for the Position:

To be considered for this position, please send a resume, cover letter/e-mail to Matt Padilla/mpadilla@ecs.org. The subject line in your e-mail should read "AEP Policy Researcher."

Deadline to apply: All applications must be received by close of business on August 18, 2016.

The Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.