

Policy Researcher

Status: Exempt

Date: July 2017

Position Purpose:

A policy researcher at Education Commission of the States (ECS) will contribute to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration because ECS knows that informed policymakers create better education policies. Under the supervision of the manager/director, the policy researcher's primary functions will include tracking state education-related legislative activity, writing policy briefs, building 50-state policy comparisons, responding to real-time requests for information from key constituents and supporting active engagement around the [2020 Action Agenda](#) for Advancing the Arts in Education.

Essential Duties and Responsibilities:

1. Respond to requests for information from constituents on a wide range of education issues.
2. Read and accurately interpret legislation, statutes and administrative code related to education issues with minimal supervision.
3. Write and edit education policy briefs that provide ECS constituents with unbiased information that may be used to inform policy decisions.
4. Track and analyze legislation related to a wide variety of education issues, including issues related to arts education, and populate 50-state summaries and policy databases.
5. Read education-related academic studies and accurately synthesize key findings and policy recommendations for a non-academic audience.
6. Develop and maintain a network of relationships with researchers, policy analysts and state and national contacts throughout the nation who work on education issues, including arts education.
7. Contribute project concept ideas individually and as a member of teams. Assist in linking projects between departments and with other organizations.
8. Assist with meeting planning, including determining meeting objectives, speaker identification, preparation of background materials and synthesis of conference proceedings.
9. Participate in internal and external meetings as needed.
10. Contribute to blogs, newsletters and other written products.
11. Perform other ECS duties as required.

Job Specifications:

- Minimum bachelor's degree.
- 1-3 years previous public policy experience and an interest in education policy, including arts education, preferred.
- Maintains neutrality and objectivity on polarizing issues.
- Basic knowledge of education systems and policy issues.
- 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 writing.
- 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. If requested by director, may supervise the work of outside project consultants.

Communication:

ECS policy researchers communicate regularly with members of the media, ECS staff, ECS commissioners, 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 in Denver or Washington, D.C. 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 Melissa Aguilar/maguilar@ecs.org. The subject line in your e-mail should read "Policy Researcher."

Deadline to apply: All applications must be received by close of business on July 31, 2017.

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