

Policy Analyst

STATUS: EXEMPT

Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are

A Policy Analyst at Education Commission of the States contributes to the organization's mission to provide a wide range of education stakeholders with information and opportunities for collaboration. With minimal support and supervision, the Policy Analyst's primary functions include writing and editing, disseminating information via presentations and targeted outreach, conducting and synthesizing research, and responding to requests for information.

Essential Duties and Responsibilities

1. Research and respond to requests for information on a wide range of education policy topics.
2. Locate, interpret, analyze trends, and summarize state policies, legislation, statutes and administrative code.
3. Identify state policies to serve as models for policymakers and connect policy to research and outcomes.
4. Populate and update 50-state comparisons and databases to reflect current education policy.
5. Maintain and develop policy materials for ECS website and events.
6. Interpret education research and synthesize key findings and make policy recommendations.
7. Review and organize complex policy issues into reports, blogs, summaries, and other policy materials for publication and web distribution.

8. Contribute to ECS events by generating topic areas of interest to policymakers, identifying and communicating with speakers, preparing necessary written materials, and providing on-site support.
9. Represent ECS at meetings, convenings, and conferences as needed.
10. Support the development of peers and review their work when needed.
11. Assist in developing projects, promote education priorities, and proposals.
12. Perform other ECS duties as required.

Required Skills and Qualifications

- Minimum of three years of public policy experience
- We do not require candidates to demonstrate a specific degree or level of academic certification. Research demonstrates that education requirements can be a deterrent for qualified candidates to apply and can perpetuate gender and racial disparities. Instead, we encourage all candidates with the professional experiences and skills outlined in this position specification to apply.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.

Compensation and Benefits

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. Education Commission of the States is a remote workplace across the U.S. We will give preferential treatment to candidates located in Colorado, District of Columbia, Iowa, Maryland, Tennessee, and Washington. The salary range for this position is \$60,000-\$70,000.

Applying for the Position

Please send a resume and cover letter e-mail to Nicole Goff, ngoff@ecs.org. Please include "Policy Analyst" in the subject line.

All applications must be received by close of business Friday, May 3rd.

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