



# Policy Researcher

Status: Exempt

Date: January 2020

## Who We Are:

Education Commission of the States (ECS) 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 were named by *The Nonprofit Times* for four years in a row as one of the **Top 50 Best Nonprofits to Work For**. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. 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 researcher at Education Commission of the States is an entry level position that will contribute to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. As part of the Knowledge and Research team, the policy researcher performs research tasks that critically support the work of the policy divisions.

## Essential Duties and Responsibilities

1. Under tight deadlines and with review from more senior staff, research and respond to requests for information on a wide range of education issues.
2. With support and supervision, locate, correctly interpret, and accurately summarize state policies, legislation, statutes and administrative code. Identify state policies to serve as models for policymakers.
3. With support and supervision populate 50-state comparisons and policy databases.
4. Read and interpret education research and accurately synthesize key findings and policy recommendations for a non-academic audience.
5. Write and edit reports, blogs, summaries, and other materials for publication and web distribution on topics suggested by team lead.
6. Generate topic areas and structures, identify and communicate with speakers, prepare necessary written materials, meet deadlines, and provide on-site support such as note-taking and time-keeping when applicable.
7. Represent Education Commission of the States at national and regional meetings, and conferences, as needed. Participate in internal meetings.
8. Performs other Education Commission of the States duties as required.



**EDUCATION  
COMMISSION**  
OF THE STATES

Your education policy team.

### **Required Skills and Qualifications**

- Bachelor's degree preferred.
- 0-3 years of public policy experience preferred.
- Proficient in use of digital software and technology, including databases, MS 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. This position is located in Denver, CO. The salary range for this position is \$50,000 - \$60,000.

### **Applying for the Position:**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty/ [khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Policy Researcher" in the subject line.

**Deadline to apply: All applications must be received by close of business on Monday, January 18<sup>th</sup>.**

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