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 as one of the 2017 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. ECS 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 will contribute to the organization’s mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. Under the supervision of the manager/director, the policy researcher’s primary functions will include, responding to real-time requests for information from key constituents, tracking state education-related legislative activity, conducting research on a wide range of education policy issues in support of organizational goals, and writing policy briefs.

Essential Duties and Responsibilities
1. Quickly and accurately provide unbiased information in response to requests for information from key constituents.
2. Track and analyze education-related legislation, and populate 50-state comparisons and policy databases.
3. Read and interpret legislation, statutes, and administrative code related to education with minimal supervision.
4. Write and edit education policy briefs that provide unbiased information that may be used to inform policy decisions.
5. Contribute project concept ideas individually and as a member of teams. Assist in linking projects between departments and with other organizations.
6. Contribute to blogs, newsletters, and other written products.

Required Skills and Qualifications

- Minimum bachelor’s degree
- Builds and maintains good team relations.
- Self-motivated and works autonomously with minimal supervision.
- Conveys complex information clearly, both orally and in print.
- Manages multiple tasks with competing deadlines; meets deadlines.

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 commensurate with experience.

To apply, please send your resume and cover letter electronically to:

Kate Haggerty
HR Assistant
khaggerty@ecs.org

Deadline to apply: **Friday, March 16, 2018**

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