Policy Analyst – Education Reform Now

Education Reform Now is a national think tank and advocacy organization that develops and drives forward bold, new ideas aimed at transforming the American public education system and better serving all students, especially low-income students and students of color.

Education Reform Now publishes original research, white papers, and issue briefs analyzing trends and exploring new, forward-leaning ideas in education. We help shape the education policy narrative through mass media. We publish magazine articles, op-eds, and blog posts, as well as advise federal, state and local officials and community-based organizations on education policy. Our annual conference, **Camp Philos**, brings together lawmakers, academics, advocates, and other leaders to exchange ideas and share their successes and challenges.

Policy Analyst Job Purpose: We are seeking a policy analyst to assist us in this mission whose job responsibilities will entail researching, developing, and analyzing, pre-K through 12th grade education policies at the federal, state, and local levels.

Policy focus areas

- Assessment, accountability, and college and career readiness (including state implementation of the Every Student Succeeds Act)
- Public school choice
- Human capital, including: teacher preparation, compensation, placement, and promotion; and,
- Resource equity

Responsibilities

- Conduct targeted research and preparatory work including: policy briefings, memorandums, presentations, op-eds, and blog posts
- Assist with content development for organization leadership and staff
- Perform background research and assist in drafting of issue briefs and white papers
- Compile and interpret statistics and other information from public sources
- Manage communication with other policy organizations

- Note: because we are a small team, the analyst will also spend 2-3 hours/week on tasks that are administrative in nature (e.g., managing our mail chimp list, compiling social media analytics)

Must-Have Skills & Attributes

- **Quantitative skills**
  - Can quickly analyze complex education data sets using Excel and/or other descriptive statistic software and report conclusions and trends accurately;
  - Inquisitive about using data to better understand policy outcomes and self-motivated to probe facts and figures to learn more;
  - Understands and can apply basic descriptive and inferential statistics concepts (e.g., normal vs. skewed distributions; percentile ranks; statistical significance) and research methodology.
- **Highly proficient in writing,** ability to adapt style for length and intended audience.
- **Willing and able to search for relevant content and to dive deeply into primary source material**.
- **Highly organized and detail-oriented**
- **Interpersonal skills** to deliver excellent customer service, coordination and integration of work with other team members
- **Strong knowledge of education reform** and **commitment to our mission and policy priorities**
- **Strong commitment to racial and social justice**
- Self-motivated and able to work autonomously and follow through on tasks in a virtual office environment

Other Qualifications

- B.A. required; MA is a plus, especially in public policy or related field
- Prior work experience in education policy

Location: Position is DC-based, however we will consider applicants who would like to work remotely from another location if they prefer.

Commitment to Diversity: ERN seeks individuals from all backgrounds to apply for this position. ERN continuously ensures that an equity lens and a specific focus on diversity, equity, and inclusion is present in each aspect of our work and embedded into our organizational fabric.

How to Apply: Very competitive salary and a generous benefits package are included. Interested applicants should send resume, cover letter and at least three professional references (references are not contacted until you have had a successful interview and are notified) to: cbarone@edreformnow.org