



ROLE: Policy Analyst

LOCATION: Washington, DC; will consider remote

START DATE: June 2022

REPORTS TO: Vice President of K-12 Policy

ROLE OVERVIEW

We are seeking a Policy Analyst to research, develop, and analyze pre-K through 12th grade education policies at the federal, state, and local levels with the following 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
- Resource equity
- Innovation/R & D

WHO WE ARE

Democrats for Education Reform (DFER) is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system. The New York chapter launched in 2008 with the goal of supporting Democrat policymakers in the state who promote excellence and equity in public education by legislating with a student-centered approach.

DFER partner **Education Reform Now Advocacy (ERNA)** is an advocacy group that advances education reform measures through empowering community leaders to support our legislative and political advocacy work. ERNA keeps constant pressure on legislators to champion high-quality public education.

DFER partner **Education Reform Now (ERN)** is a nonpartisan think tank that promotes increased resources and innovative reforms in public education, particularly for students of color and students from low-income families.

WHAT WE DO

1. **Support for Progressive Education Leaders** — In an approach that is markedly different from our peers and partners in the field, DFER engages directly with candidates and elected officials to empower them to advocate for education policies that focus foremost on serving students. Our partner organization, Education Reform Now, does work that involves policy research, analysis and education that helps policy makers at all levels understand complex education issues and make informed decisions.
2. **Informing the Education Debate** — Our coalition work reflects the breadth of our policy priorities. We work collaboratively with organizations and our community networks to create an education system that is held accountable to all kids and families.
3. **Targeted Interventions and Rapid Response** — DFER's reach from the most local district relationships to state and federal policymakers, enables us to respond quickly to the changing

landscape and policy trends. Activities vary significantly from project to project and may include training, policy analysis, public engagement, electoral and issue advocacy, and policy guidance for elected officials and local advocates.

KEY RESPONSIBILITIES

The Policy Analyst will:

- 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

WHAT WE'RE LOOKING FOR

The ideal candidate will possess the following qualifications and skills:

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

Compensation: Competitive salary, commensurate with experience. DFER is proud to offer excellent benefits: cell phone reimbursement, health, vision, and dental coverage; flexible spending plan; life insurance; short-and long-term disability insurance; 401K plan with a match plan; flexible spending/benefits plan; paid family leave; paid time off (sick time; all National holidays; a week off around the winter holidays) and paid vacation.

Commitment to Diversity: DFER welcomes applications from all, and strongly encourages women, people of color, people with disabilities, immigrants, refugees & LGBTQ people to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects the diversity of students living in communities we serve.

How to Apply: Please apply as soon as possible, even if you are not available to start immediately. All applications are held in strict confidence. Interested applicants can [apply here](#). References will be requested in a later stage of the selection process.