

Policy Researcher

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 have been named by The Nonprofit Times for five consecutive years 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 contributes to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. As part of the Policy Team the policy researcher performs research tasks that critically support ECS' constituents.

Essential Duties and Responsibilities

1. Under tight deadlines and with review from 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 and update 50-state comparisons and databases to reflect current education policy.
4. Read and interpret education research and accurately synthesize key findings and policy recommendations for a non-academic audience.
5. Write and review reports, blogs, and other policy materials for publication and web distribution on a variety of topics.

6. Support ECS events, by generating topic areas and structures, identifying and communicating with speakers, preparing necessary written materials, meeting deadlines, and providing 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. Perform other ECS duties as required.

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, 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. This position is located in Denver, CO. The salary range for this position is \$50,000 - \$60,000.

Applying for the Position

Please send a resume and cover letter e-mail to Kate Haggerty/khaggerty@ecs.org. Please include "Policy Researcher" in the subject line.

All applications must be received by close of business Friday, May 6th, 2022.

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