



SENIOR POLICY ANALYST

About the League of Education Voters

The League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at educationvoters.org.

About the position

The Senior Policy Analyst will be responsible for understanding and leading work in education policy at the federal, state, and local levels. The position will support internal efforts to develop policy goals based on research and promising practices. Areas covered may include, but are not limited to: an overall understanding of the public education system in Washington state from cradle to career; education funding; systemic challenges and education outcomes for subgroups of students who have historically underperformed (such as but not limited to students of color, low-income students, students receiving special education services, and ELL students); increasing the quality of instruction students receive; increasing the level of academic rigor students experience; improving access, affordability, and completion rates in postsecondary education; creating more positive school climates; and early learning.

To accomplish this, the Senior Policy Analyst works closely with LEV's Government Relations, Communications, and Field teams, as well as LEV external partners and coalitions. The Senior Policy Analyst reports to the Policy Director.

Position responsibilities

- Research multiple content areas to collect and distill information
- Analyze and evaluate policies (or proposed policies) and their implications
- Synthesize large amounts of information to prioritize issues; convey the most relevant and actionable information in a clear and concise manner
- Monitor and help influence state and local policy to support LEV's mission
- Identify areas of concern or opportunity and prioritize from among multiple issues and tasks
- Effectively communicate policy matters and their implications clearly, concisely, and to multiple audiences
- Provide testimony in front of legislative and administrative bodies, as needed
- Lead LEV's work in coalitions with other organizations, as needed

Required skills

- Excellent analysis and research skills with the ability to provide both in-depth analysis and a macro view of the policy landscape
- Strong communication skills, both written and oral, with multiple audiences
- A proven track record of working cooperatively and effectively with people from different backgrounds than one's self to accomplish program goals
- Ability to work independently and as a team member within deadlines
- Ability to effectively juggle and prioritize multiple projects, often under tight time frames
- Direct experience lobbying and in the legislative process
- Ability to think creatively and strategically
- Deep knowledge of, and direct experience with, public education issues
- Ability to effectively navigate fluid, dynamic situations
- Proficiency with Microsoft Word, Excel, and PowerPoint

Minimum Qualifications

- Job may involve some travel and will include some evening and weekend meetings
- Bachelor's degree; Master's degree preferred
- At least 5–7 years of work experience
- A deep commitment to, and passion for, ensuring every student in Washington state has access to an excellent education and closing opportunity gaps for students in subgroups who have underperformed in the current education system

To Apply

Please submit in one email:

- 1) A cover letter
- 2) A résumé
- 3) A writing sample (as an attachment in Microsoft Word or PDF)
- 4) A brief description of the goal of the writing sample and the intended audience

Please send the email to amy@educationvoters.org with “LEV Senior Policy Analyst position – [First and last name of the applicant]” as the subject heading.

For the writing sample, please submit something that is preferably:

- 2–4 pages in length (excerpts from a longer piece are acceptable)
- Regarding a policy issue you are knowledgeable about (preferably, but not necessarily, regarding education)