



League of Education Voters is seeking a **Policy Analyst** to join our Policy & Research team. This position will report to the Director of Policy & Research and be part of a 3-person policy & research team. This position will collaborate with the field team to connect community needs to LEV's policy agenda through community-informed policy solution development. The Policy Analyst will also collaborate with the government relations, communications, and field teams on advocacy efforts. Initial policy focus areas for this position will include early childhood education and student supports, but may shift with organizational needs.

About LEV

LEV is a statewide organization with headquarters in Seattle and offices in Spokane and Pasco. Since 2001, we have been working to improve opportunities for every public school student in the state, especially students and families who are systemically underserved and disproportionately affected by failing systems.

Our Approach and Accomplishments: With strength in policy research, analysis, and advocacy, LEV's work includes lobbying in the Washington state capitol as well as organizing ballot initiatives and field campaigns to support the public policy engagement of students and families. Our work has included: increasing state investment in early childhood, K12 and post-secondary education; advocating for a more equitable, statewide, student-focused funding system; enhancing the rigor of the high school diploma; and supporting charter public schools.

Our Next Chapter: LEV is committed to a reimagined education system that meets the needs of every student—addressing systemic barriers to student engagement, achievement, and access to a high-quality education. As an education thought leader, innovator, and collaborator, we will expand our community-engaged advocacy by developing community-informed, targeted policy solutions to benefit students impacted by racism, poverty, disability discrimination, and other forms of oppression.

What you'll do:

- Review and synthesize research, emerging trends, and promising innovations at the national, state, district, and school levels to identify promising practices and effective policy solutions, with direction and support of the Director of Policy and Research
- Track, analyze, and report on existing and proposed state laws and regulations with regard to LEV's agenda in assigned issue areas
- Provide recommendations on policy priorities and positions to Director of Policy and Research, using community input, qualitative research, and data analysis,
- Write briefing memos, talking points, advocacy papers, one-pagers, fact sheets, blog posts and other substantive communications materials that synthesize community and policy research, and explain and advocate the LEV policy agenda through actionable and clear information for public consumption
- Retrieve and analyze data sets from national, state, and district sources and support ad hoc research requests from Field and Policy Research teams
- Build and maintain relationships with partner organizations to support community-informed policy agenda including representing LEV on coalitions and seeking strategic opportunities for collaboration and partnership

- Identify and attend key community meetings, with direction of and support from Director of Policy and Research, and identify and recommend other public policy engagement opportunities to inform LEV's public policy agenda, with a community-centered lens
- Attend policy and research events and webinars held by partner organizations in the education sector and share-back to LEV team
- Assist Field and Government Relations teams in mobilization efforts during legislative session and other public hearing opportunities, including providing talking points, as needed
- Support development and implementation of policy area specific strategies and campaign plans, including collaboration with the communications, field, and government relations teams

Key Skills, Abilities, and Experiences

- Demonstrated understanding of K-12 and/or early learning education policies, systems, and structures
- Experience in policy analysis, development, and/or evaluation
- Demonstrated ability to research and provide in-depth analysis of academic literature, qualitative data from community research, and quantitative data within the context of the policy landscape
- Knowledge of systemic racism and social justice issues, particularly in education
- Experience in engaging in community and governmental decision-making processes
- Understanding of, or experience in, collecting qualitative data to inform identification of promising practices, policy issue or policy implementation challenges, and community-driven solutions
- Demonstrated cultural humility and experience working with individuals from diverse backgrounds and building reciprocal relationships with diverse communities

Required Skills

- Excellent communication skills, both written and verbal, and ability to distill complex policy concepts into understandable collateral
- Ability to effectively juggle and prioritize multiple projects and comfortable in a dynamic working environment in which priorities may change, with strong project management skills
- Ability to work cooperatively and effectively with others to accomplish program goals
- Ability to work independently and as a team member within deadlines, and open to guidance, supervision and coaching
- Strong knowledge of Microsoft Office software
- Must be flexible and willing to work occasional evenings and weekends, particularly January – March/April.

Minimum Qualifications:

- Minimum two years' experience in policy or advocacy organization setting
- Bachelor's degree or equivalent experience in policy or education related work environment
- Preference will be given to applicants with specific background in one or more of the following areas:
 - Prior experience in early childhood education policy research and advocacy
 - Prior experience in school climates and wellness, including understanding of social emotional learning, student supports, etc., that are driven by policy and systems

Professional Attributes:

- A commitment to equity and improving educational outcomes for students impacted by historic and systemic oppression
- Sense of humor and comfortable and flexible in dynamic environment and team
- A learning mindset
- Detail-oriented
- Ability to maintain a high level of confidentiality and sound judgment
- Motivated by challenge to solve problems and positively affect systems and people
- Commitment to the League of Education Voters' values: <https://educationvoters.org/about-us/lev-foundation/>
- Willingness to challenge prior policy assumptions or efforts.

Job Status

Full time, exempt

Travel Requirements

Minimal travel that may sometimes include evening and weekend meetings

Location

Seattle, WA

Compensation

Salary \$57,000 to \$60,000, commensurate with background and experience, and generous benefits

Deadline

We are seeking to fill the position immediately, preference will be given to applications submitted by end of day September 18, but will be accepted until filled.

How to Apply

The application process will include a resume review, phone interview, work product exercise, and in-person interview. Interested candidates should email a cover letter and resume to policyjobs@educationvoters.org with "Application for Policy Analyst" in the subject line.