

P-12 Policy & Data Analyst

[The Education Trust](#), the nation's premier advocacy organization working to improve educational opportunities for low-income students and students of color, seeks a talented P-12 Policy and Data Analyst to support the work of the organization's P-12 division. This individual will report to the Director of P-12 Policy Development.

About the Organization

The Education Trust is a national nonprofit that works to close opportunity gaps that disproportionately affect students of color and students from low-income families. Through our research and advocacy, Ed Trust supports efforts that expand excellence and equity in education from preschool through college, increase college access and completion particularly for historically underserved students, engage diverse communities dedicated to education equity, and increase political and public will to act on equity issues.

Job Responsibilities

The P-12 Policy and Data Analyst/Senior Policy and Data Analyst responsibilities include but are not limited to the following:

- Develop and conduct data and policy analyses related to trends in opportunities to learn and student outcomes, with a focus on identifying and remedying disparities
- Contribute to development of recommendations for federal and state policy aimed at improving student outcomes and eliminating disparities in opportunity to learn
- Design analyses that demonstrate how policy proposals may play out in the field to inform the organization's policy recommendations
- Develop materials (reports, briefs, PowerPoint presentations, web content, etc.) to advance our policy agenda
- Represent The Education Trust and its policy agenda with various audiences, including policymakers, journalists, educators, and advocates
- Respond to data and policy inquiries, including requests to review and comment on external policy proposals, from staff and external audiences
- Provide support to policy and data staff across the organization, including state offices

Qualifications and Experience

We are looking for a combination of the following qualifications and experience:

- At least a master's degree and 1 year of experience in a role addressing elementary/secondary education issues for the analyst position. At least a master's degree and 4 to 6 years of experience conducting policy and data analysis in education, preferably on issues related to equity and improving opportunity and outcomes for low-income students and students of color for the senior analyst position
- Demonstrated experience with using data to support policy development
- Proficiency with statistical analysis and working with large data sets using statistical software (SPSS, SAS, STATA, etc.) and excellent knowledge of Microsoft Excel

- Deep understanding of elementary/secondary education policy issues, including the Elementary/Secondary Education Act and its implementation, school accountability, educator quality, and college/career readiness
- Knowledge of research methodology, evaluation and statistics to be able to understand and interpret the validity and significance of findings
- Ability to translate and communicate results of complex analytic and research findings to diverse audiences
- Excellent analytic and communication skills (both oral and written, and in a variety of formats and contexts)
- Ability to work independently and collaboratively in developing analyses, collecting and analyzing data, and presenting findings

Personal Characteristics

- Self-starter mentality and the ability to work independently
- A demonstrated commitment to excellence
- Healthy respect for colleagues
- Goal-oriented, project-oriented, and achievement-oriented
- Strong sense of honor and integrity
- A warm, personal style with a good sense of humor
- Excellent communication, presentation, and interpersonal skills, with a history of achieving superior results
- Enthusiastic, inquisitive, and energetic
- Passion for improving the educational experiences and outcomes for low-income students and students of color

Compensation

Salary is commensurate with experience and qualifications. The Education Trust offers a comprehensive benefits package.

Application Process

Please provide a **cover letter and resume** to be considered for this position. You must **combine your cover letter and resume into one document and upload that document**. Our application system will not allow you to upload more than one file. To begin the application process, click this link:

The Education Trust is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.