



## **RESEARCH & POLICY ANALYST EDUCATIONAL EQUITY**

Los Angeles, CA\*

Non-Exempt, Full-Time, Regular Position

\*This is a remote work-from home position until further notice, at which point the employee will report to work in the office.

### **Organizational Background:**

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where all communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Equity in Community Investments, and Political Voice.

### **Position Summary:**

The Research & Policy Analyst ("Analyst") will report directly to the Associate Director or Manager of the Educational Equity program. The Analyst will assist the Educational Equity team and the greater Advancement Project California team to work in partnership with community-based organizations to support advocacy campaigns that advance equity and reflect community priorities statewide, with a particular focus on Los Angeles City and County. This work will include, supporting the team to:

- Develop campaign strategies and recognizing political opportunities;
- Make a case for change by identifying persuasive facts and crafting compelling messages; and
- Elevate education issues across the Birth to 12<sup>th</sup> grade systems that advance racial equity and economic justice in state and local policy and practice.

### **Specific responsibilities include but are not limited to:**

- Provide research and logistical support in the areas of early care and education, birth to 12<sup>th</sup> grade policy and practice, racial equity and economic justice in education, educational opportunities analysis for highest need communities, gap analysis in educational funding, dual language learner/English learner education, and promising and best practices across the birth to 12<sup>th</sup> grade system.
- Policy/research duties include but not limited to:
  - Extensive literature reviews, online research and interviews on various policy topics.
  - Assist in developing policy briefs, report writing, and quantitative/qualitative analysis.
  - Prepare materials and reports for meetings.
- Support the team's efforts to work in collaboration with partner organizations, analyze political opportunities and develop winning campaign plans and strategies.

- Represent Advancement Project California in key policy and advocacy stakeholder networks.
- Support project implementation for current and emerging APCA cross-programmatic efforts.
- Serve as liaison with community-based organizations and coalitions.
- Support the team to identify, initiate, and deepen relationships with broad array of policy, research and community-based stakeholders, relevant government staff, and political leadership.
- Coordinate logistics, database development, outreach/publicity materials and distribution related to the Educational Equity team's policy advocacy efforts.
- Support coordination of the Birth to Twelfth Grade Water Cooler convening of advocates across the state, including annual 500-person conferences in Sacramento, through outreach, publicity, event logistics (e.g. registration, catering, travel, contractors, etc.) and content- planning for events. \*(Virtual until further notice)
- Stay apprised of developments related to state and local policy and advocacy efforts.
- Provide support and contribute ideas in team strategic brainstorming sessions.
- Work with internal and external stakeholders to ensure that there is a clear understanding of project expectations, deliverables and progress toward achieving grant milestones.
- Participate in organization-wide planning, development, and communications activities, as needed, and ensure adherence to Advancement Project goals and policies within the project area; and
- Other duties as assigned, dependent on organizational needs and employee skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing racial and economic justice for the highest-need communities.
- Experience with birth-to-twelve education field.
- 2-4 years of experience in civil rights and social justice, public policy, community-based policy advocacy and/or organizing (beyond summer or short-term internships).
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered. Ability to conduct policy analysis, research (qualitative/quantitative), and analyze complex information/data for policy and planning.
- Experience working with community partners (e.g. children, families, local residents, community organizations, coalitions etc.) and civil rights organizations, including experience building and working in coalitions.
- Strong interpersonal, communication, facilitation and presentation skills.
- Proven ability to work with diverse communities, leaders and staff.

- Strong analytical and problem solving skills.
- Self-starter, organized, analytical and detail oriented.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a small team setting.
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- Excellent computer skills, including strong internet research skills; proficient with MS Office applications.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on- budget.
- One year commitment required.

**Physical Demands:**

Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office or during events.

**Salary:**

Competitive compensation depending on experience. Includes full health, dental and retirement benefits.

**To Apply:**

Please send an email with subject line "Ed Equity Application" and include a cover letter, resume, and writing sample in one PDF attachment. Please title the document using the format: last name\_first name\_edeq.pdf (e.g. Jimenez\_Jorge\_edeq.pdf) and send to

Please send cover letter, resume and a policy-related writing sample to:

Jorge Jimenez  
Director of Human Resources, Finance and Administration  
[hr@advanceproj.org](mailto:hr@advanceproj.org)

**Women and people of color are strongly encouraged to apply.**