



## **POLICY ANALYST JOB DESCRIPTION**

### **PAVE Overview**

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

### **The Role**

Reporting to the Associate Director of Policy, the Policy Analyst is a mission-critical role, acting as the primary content developer around education policy resources, and supporting the Associate Director of Policy and staff on policy and advocacy focused initiatives. The Policy Analyst will research and follow current policies; will assist in executing the organization's outreach strategy for sharing policy updates with parent leaders; and will create a robust and informative repository of content.

### **Responsibilities**

#### **Policy Analysis**

- *Lead Policy Analysis and Research for PAVE*
  - Research education policy topics relevant to the DC education system.
  - Collect and analyze data on policy and advocacy issues to inform the PAVE community, inclusive of school and parent leaders.
  - Monitor policy decisions and trends and evaluate how policies impact DC's public schools (traditional and charter).

#### **Content**

- *Build PAVE Content*
  - Create a repository of information on initiatives and a series of white papers and informational materials on PAVE's work.
  - Write research and summary briefs and other communications materials that explain and advocate for PAVE's policy priorities.



- Translate policies into advocacy and policy curriculum or fact sheets for PAVE programming, including 1:1 meetings, PAVE Parent Leaders in Education Boards, and the PAVE Parent Policy Summit.
- Create tools to gather feedback on efficacy of policy materials and communication to various stakeholders and audiences, with parents as the primary audience.
- *Disseminate Information to Stakeholders*
  - Draft policy updates as needed to PAVE's network of parent leaders, partners, and supporters.
  - Distill policy background and information for circulation among parent leaders.
  - Support the Associate Director of Policy in determining policy strategies and circulate to all departments.

### **Policy and Advocacy Partnerships, Initiatives, and Strategies**

- *Participate and Contribute to PAVE's Policy Strategies*
  - Participate in advocacy and policy meetings with partner organizations.
  - Regularly update PAVE staff on current organization policy and advocacy initiatives.
  - Coordinate PAVE's canvassing projects, including management of contractors, canvassing materials, and project logistics
  - Manage PAVE's policy and advocacy tracking and evaluation systems

**Support the Associate Director of Policy on other organizational initiatives, materials, and communications as needed.**

### **Qualifications**

The Policy Analysts will be thoroughly committed to PAVE's mission. The Policy Analyst should have proven research and policy analysis experience. Concrete demonstrable experience and other qualifications include:

- 2-5 years of work experience;
- Education background in public policy, experience working at a policy-focused organization, or in a role involving policy analysis preferred;
- Unwavering commitment to family-centered programs and data-driven program evaluation;
- Strong interpersonal skills with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;



- Action-oriented, entrepreneurial, adaptable, community-centered and innovative approach to organizing and community engagement;
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.