



PAVE POLICY FELLOW 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.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools. In just three years, PAVE's parent leaders have worked tirelessly to reimagine the education system in DC, including:

- Advocating for and achieving an historic pupil funding increase for both the public traditional and charter school sectors;
- More than doubled funding for Out-of-School Time (OST) programs – increasing the city's budget for OST by \$10.25 million.
- Representing 40% of the parent and community engagement process for the new citywide report card with both focus group and canvassing efforts; and
- Leading a first-of-its-kind selection process for a new school operator serving both Ward 8 and military families, where a committee of eight parents identified the school that they wanted to see in their community.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of staff, nearly 2,000 parent leaders, and both school and citywide partners in educational equity. ***The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.***

The Role

Reporting to the Associate Director of Policy, the Policy Fellow will serve as a critical support in providing parents and families with information about the education system in DC and policies that will affect them directly. The Policy Fellow will assist in policy research and content development as well as assist in executing the organization's community engagement efforts.



The Team

The Policy Fellow will work closely with all members of the policy and advocacy team at PAVE. This team seeks to:

- Proactively create engaging, accessible, and in-depth policy resources that are grounded in the needs of our families
- Deeply understand the context of the system, PAVE's advocacy process, and supports parents in leading advocacy campaigns to further their priorities
- Consistently build and deepen meaningful relationships with families, community partners, and system leaders
- Strive for continuous improvement through feedback from each other, the PAVE team, and parents
- Fosters open and honest communication with parents, community leaders, and teams

Responsibilities

- Provide staff with support in research and analysis of various topics, organizations, and key players in the education field.
- Assist in the development of informational materials and resources for parents, families, and community members and any other content needs.
- Assist in the development of case studies of promising practices in education.
- Assist in the collection, aggregation, and analysis of community feedback data to inform final reporting and recommendations for our partners.
- Provide any other content or operational support to the Associate Director of Policy and PAVE staff as needed.

Qualifications

The Policy Fellow should be a graduate student or recent graduate interested in public policy, education, or local advocacy.

The ideal Policy Fellow would have the following traits:

- Fiercely committed to kids, parents, and the community
- Radically curious, a fast learner, highly productive and efficient
- Reflective and embodies a growth mindset
- Creative and imaginative
- Organized, systems-oriented, and an unwavering commitment to data-driven program evaluation;
- Strong interpersonal skills with the ability to engage a wide range of stakeholders and cultures;
- Strong instructional and facilitation skills;
- Exceptional 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.

This position is paid at \$25 per hour at 20 hours per week. We are seeking support from September to December 2019 with the opportunity for future long-term employment. All interested applicants should send a resume, cover letter, and any relevant sample materials to jobs@dcpave.org with the name of the position you are applying to in the subject line.