

ALL OPEN POSITIONS BELOW

Senior Policy Associate Job Description

Title: Senior Policy Associate

Full-Time

Organization Overview

Advance Illinois is a not-for-profit policy and advocacy organization that works toward a healthy public education system that prepares students to achieve success in college, career and civic life. We are committed to an aligned education system that strives for equity, stresses college and career readiness and completion, and supports the whole child from the earliest years through adulthood. We believe every child should have access to a high-quality education regardless of geography, income or race.

Spanning the early childhood through higher education continuum, the Advance Illinois Policy team analyzes qualitative and quantitative data; reviews research and local and national practices; and stays abreast of federal requirements to inform the development and continuous improvement of state education policies and actions. We then work collaboratively with the full Advance Illinois team to advance them. We are seeking a passionate individual who is committed to public education, looking to grow in the not-for-profit sector, and able to thrive in a fast-paced and high-energy workplace.

Position Summary

Advance Illinois seeks an outstanding Senior Policy Associate to work on issues related to state and regional education policy. The ideal candidate will have strong analytical, research, writing and communication skills, and the demonstrated ability to go above and beyond to support multiple projects.

The Senior Policy Associate will report to the Director of Policy and will support the policy needs of the organization. We are looking for a self-starter who is comfortable working in a small team environment and partnering not only with staff members, but with diverse outside partners.

Competencies (Knowledge, Skills and Abilities (KSA))

- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Excellent research and analytic skills, including the ability to quickly synthesize large amounts of information and succinctly present key points.
- Excellent communication skills – writing, speaking, listening, advising – and political savvy.
- Demonstrated ability creating visualizations or graphics to communicate complex ideas and information.
- Knowledge of government policy, programs, and cross-system strategies at the state and national levels that support children and youth. Knowledge of higher education policy and funding is a plus.
- Ability to extract, clean, analyze, and interpret trends from complex data sets.
- Demonstrated ability to take independent action and assume responsibility.
- Ability to identify and track key issues of concern to leaders and develop promising initiatives to address these concerns.
- Strong facilitation skills, including knowledge and experience supporting inclusive conversations with diverse stakeholders.
- Demonstrated ability to coordinate and manage project plans and activities.

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- Proficiency in using software such as Microsoft Word, Excel, and Power Point. Data analysis experience in Excel or experience with additional statistical analysis and data visualization software (R, Stata, Tableau) and preferably design programs (Adobe Creative Suite) a plus.

Essential Functions:

- Manages the collection, analysis and dissemination of information and data necessary for successful project completion and provides technical assistance to partners, the state, and districts. This includes analyzing financial and budget data.
- Support or lead and influence meaningful conversations around funding levers, practices, policies and system structures to promote equity and address barriers to equity within the education system, including higher education system.
- Supports the development of innovative solutions, ideas, and best practices to improve Illinois K-12 and/or higher education system.
- Provides information and technical assistance to staff and other external policymakers. Provides policy analysis to committees, task forces, work groups that Advance Illinois participates in.
- Organizes, participates in, and conducts workshops, conferences, and seminars. Writes issue briefs, fact sheets, testimony, presentations and slide decks, and memoranda on policy issues and best practices for internal and external stakeholders.
- Quickly analyze draft legislation and recommend appropriate next steps and engagement.
- Helps design and contributes to project strategy to deliver relevant and timely expertise. to Advance Illinois staff.
- Updates and maintains relevant websites and electronic portals related to issue areas.

Education and Experience

- Bachelor's degree plus relevant quantitative analytic, design and writing skills required.
- Minimum of 2 years' experience in a similar role.

Working Location

Advance Illinois is a hybrid workplace. In general, employees are expected to work from the office on Tuesdays, Thursdays and Fridays, and to be present at in-person meetings with partners as needed. Advance Illinois will continue to monitor guidance from health officials and the need for remote work arrangements.

Compensation

Competitive salary commensurate with experience along with excellent benefits such as: health/dental insurance; short-term/long-term disability plans; 401K with a company match plan; flexible spending account; holidays and vacation accrual.

To Apply

Submit a resume and cover letter to: policy@advanceillinois.org. All submissions will be acknowledged. Applicants selected for an interview will be contacted. Please do not call Advance Illinois.

Equal Employment Opportunity Statement

Senior Policy Associate Job Description

Advance Illinois is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, low-income persons, LGBT persons, differently abled people, and other people from diverse backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, political affiliation, mental or physical disability, age, marital status, family status, or veteran status. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply.

Policy Associate Job Description

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Competencies (Knowledge, Skills and Abilities (KSA))

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- Demonstrated ability creating visualizations or graphics to communicate complex ideas and information
- Knowledge of government policy, programs, and cross-system strategies at the state and national levels that support children and youth
- Ability to extract, clean, analyze, and interpret trends from complex data sets
- Demonstrated ability to take independent action and assume responsibility
- Ability to identify and track key issues of concern to leaders and develop promising initiatives to address these concerns
- Interpersonal skills necessary to work effectively with a variety of colleagues and stakeholders
- Demonstrated ability to coordinate project activities

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- Proficiency in using software such as Microsoft Word, Excel, and Power Point. Experience with statistical analysis and data visualization software (R, Stata, Tableau) and design programs (Adobe Creative Suite) a plus.

Essential Functions:

- Writes issue briefs, articles and memoranda on policy issues and best practices for Advance Illinois staff.
- Manages the collection, analysis and dissemination of information and data necessary for successful project completion and provides technical assistance to partners, the state, and districts. This includes analyzing financial and budget data.
- Creates presentations and externally facing reports and documents
- Provides information and technical assistance to staff and other external policymakers. Occasionally provides policy analysis to committees, task forces, work groups that Advance Illinois participates in.
- Organizes, participates in, and conducts workshops, conferences, and seminars. Develops materials and talking points, support state strategy sessions, and other meetings.

- Contributes to project strategy to deliver relevant and timely expertise to Advance Illinois staff.
- Updates and maintains relevant websites and electronic portals related to issue areas.

Education and Experience

Bachelor's degree plus relevant quantitative analytic, design and writing skills required.

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