



D.C. POLICY CENTER

Job Announcement: Education Analyst

The D.C. Policy Center is looking for a self-motivated and well-organized analyst to support the work of its Education Policy Initiative. Established in 2017, the Education Policy Initiative has created a data-rich landscape of D.C.'s traditional public and public charter schools, with research on participation in by-right schools, future enrollment, and school diversity. The analyst will support upcoming work to produce briefings and research connected to equity and inclusivity, establish a blog with guest contributors, disseminate findings at events, and facilitate meetings with school leaders.

This position is primarily focused on research and data analysis, with additional communication and coordination duties. The ideal candidate will have strong quantitative analysis and writing skills, excellent attention to detail, and a demonstrated interest in the District and local education. The analyst's work will focus on topics such as the teacher pipeline, exits from public schools, bridging the gap between high school and college or career, the relationship between transportation and school choice, and research-practice partnerships, among other topics. The position will begin with a one-year contract renewable for another year contingent on funding.

Experience: Mid-level

Salary: \$55,000 - \$65,000

Priority deadline: July 29th, 2019

Responsibilities

- Support the Director of the Education Policy Initiative by carrying out research tasks such as acquiring data from local or national data sources, conducting literature reviews, and analyzing trends or patterns in complex data sets
- Create and format high-quality data visualizations (including maps), tables, and infographics
- Assist in writing and delivering feedback on articles and essays (including an independent check on accompanying analyses), reports, press releases, and other publications
- Prepare essays, reports, and briefings for publication in WordPress and print
- Contribute to implementation of a large-scale survey executed by an external firm
- Assist in the coordination and planning of meetings with school leaders
- Manage projects independently to meet deadlines
- Additional duties as necessary

Experience and qualifications

Required

- At least three years' education or experience in economics, public policy, education, statistics, demography, or related fields
- Experience with education and demographic data sets, such as the American Community Survey (ACS), D.C. educational data files, geospatial data, and survey results. For

example, the applicant should feel comfortable downloading ACS estimates and linking them to data from other sources

- Ability to design and implement analyses of local education data, such as how public school enrollment has changed over time by Ward or local subdivision
- Some familiarity with statistical packages and/or programming languages (e.g., Stata or R), including experience with large-scale datasets in an applied research setting outside of the classroom
- Strong writing and communication skills for policy, practitioner, and general audiences
- Excellent time management skills, with an ability to take initiative, work independently, and meet multiple deadlines in a fast-paced work environment
- Experience coordinating events for 20 or more participants

Strongly preferred

- Bachelor's degree and three years' experience OR Master's degree and at least one year of experience in economics, public policy, education, statistics, demography, or related fields
- Robust understanding of D.C.'s local education policy or practice
- Experience supporting survey design and implementation
- Experience in mapping and data visualization (e.g., GIS, Tableau)
- Experience editing publications for wide audiences

About the D.C. Policy Center

The D.C. Policy Center is a non-profit (501(c)3) think tank focusing on local policy issues in the District of Columbia and the surrounding region. Through data-driven and action-oriented policy research, the D.C. Policy Center's mission is to bring together policymakers, employers, industry leaders, community advocates, and other stakeholders to advance comprehensive policies that support a strong and growing local economy for all District residents.

The D.C. Policy Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other protected status under federal or District law.

Application instructions

Send a resume, cover letter, one writing sample, and one data visualization sample as a single PDF to jobs@dcpolicycenter.org.

Priority deadline for applications is July 29th, 2019. Applications received after that date will be evaluated as needed on a rolling basis.