

Policy Manager – Education Job Announcement

National Center for Youth Law

The National Center for Youth Law (NCYL) advances justice by defending the rights of children and improving the systems impacting their lives. We focus on complex challenges that disproportionately impact children and communities of color and on solutions that require multiple public systems to change their policies, practices and culture.

Education Civil Rights Alliance (ECRA)

NCYL's Education Civil Rights Alliance team engages in education justice and resource equity work in partnership with many entities at the national, state, and local levels, across the nation. The team seeks systemic change – through coalition-building, policy advocacy, litigation, and communications – to increase equity within the education systems that serve children and youth, from early childhood through post-secondary education. A description of our work can be found here: www.edrights.org.

Position

The Policy Manager for Education will lead a new ECRA project to address Intra-District Education Resource Inequity impacting students of color, low-income students, and other marginalized students. This person will provide significant contributions to partnership development, strategic planning, and program decision-making. This is a great opportunity for a self-starter who is passionate about strengthening education systems that often fail to effectively serve marginalized youth.

This position is supervised by the Director of the Education Civil Rights Alliance.

Essential Functions:

- Manage the ECRA's largest project, on Intra-District Education Resource Inequity, with multiple contributors and multiple deliverables with a high level of communication about implementation and progress.
- Lead RFP processes.
- Establish and maintain relationships with contractors and other external partners.
- Create and maintain infrastructure to support the Advisory Committee including a formalized input process.
- Plan and facilitate relevant ECRA membership, allies, and committee meetings.
- Ensure a wide variety of voices are integrated in the project.
- Represent NCYL and ECRA at national, state, and local meetings and events.
- Produce high quality program and promotional materials.

Required Qualification

- 5 years of experience in education equity policy or research.

Other Qualifications

- Commitment to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion.
- Ability to use a racial justice lens.
- Ability to review data and combine it with research then build advocacy strategies that reduce inequities.
- Demonstrated ability to think and plan strategically, then execute and implement effectively and efficiently.
- Ability to solve complex problems using creative solutions while staying focused on the big picture.
- Ability to grasp and synthesize perspectives from multiple contributors to inform policy solutions.
- Clear and persuasive written and oral communication skills.
- Strong organizational skills, attention to detail, ability to meet deadlines and produce high-quality work product in a fast-paced environment.
- Ability to collaborate effectively with partners inside and outside NCYL, to ensure the work is informed by and is advancing the goals of NCYL, ECRA and the project.
- Ability to navigate cloud servers, Zoom, Twitter, Microsoft Office Suite, Google Suite and other software.

Salary, Benefits and Location

This is a full-time, exempt, position with a salary of \$103,565.00. NCYL provides robust benefits package including health, dental, vision, life, generous vacation and sick benefits, flexible spending account, commuter benefits, employer contribution to a retirement plan and short-term and long-term disability insurance.

The candidate must live in or be willing to relocate to the California, Arizona, Wisconsin, Rhode Island, Washington DC, Virginia, Maryland Colorado and New York State areas. In addition, applicants who live in or are willing to relocate to the Southeast US region are also encouraged to apply. This region includes the following states: Mississippi, Arkansas, Louisiana, Florida, Georgia, Alabama, Kentucky and Tennessee.

A geographic salary differential may be applied if candidate resides somewhere other than Oakland, California, or Washington DC.

This position requires the ability to work remotely and will require travel.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

How to Apply

Submit a cover letter, resume and writing sample to apply. Your writing sample submission should be relevant to education equity policy or research and one that was not edited by anyone else. The writing sample should be 5 -10 pages. No phone calls or emails please.

Apply at:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/664557/National-Center-For-Youth-Law/Policy-Manager---Education>

Applicants with personal experience within a public system, such as foster care, and applicants of Color are strongly encouraged to apply.

NCYL is an equal opportunity employer and does not discriminate based on race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, gender expression, color, marital status, personal appearance, family responsibilities, matriculation, or genetic information. Applicants who will increase the diversity of NCYL are strongly encouraged to apply.