



525 E. 7th Street, Suite C203
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www.californianstogether.org

Position: P-12 Education Policy Associate

Long Beach, CA [Another location within California is negotiable]
Exempt, Full-Time, Regular Position

Organizational Background:

Californians Together is a statewide advocacy coalition with the goal of better educating 1.2 million English learners by improving California's schools and promoting equitable educational policy.

Position Summary:

Californians Together seeks a dynamic, results-oriented professional dedicated to educational equity and who is interested in supporting the mission, vision, and ongoing development of the organization. The P-12 Education Policy Associate will support the research, policy and advocacy work of Californians Together. This is a full-time, exempt position reporting to the Director of Policy and Initiatives with the option of working remotely.

Specific responsibilities include but are not limited to:

- Contribute to development of recommendations for state and local policy aimed at improving dual language/English learner (DLL/EL) outcomes and eliminating disparities in opportunity to learn
- Develop and conduct policy and data analyses related to all aspects of educating dual language learners and English learners
- Help set and implement strategic goals, policy and advocacy development for federal, state and local initiatives
- Policy/research duties include, but not limited to extensive literature reviews, online research and interviews on various policy topics as well as leading development of policy briefs, report writing, and quantitative/qualitative analysis.
- Design analyses that demonstrate how policy proposals may impact the field to inform the organization's policy recommendations
- Develop materials (reports, briefs, PowerPoint presentations, web content, etc.) to advance our policy agenda
- Represent Californians Together and its policy agenda with various audiences, including key policy and advocacy stakeholder networks
- Attend meetings and inform members of stakeholder and policy bodies
- Deliver presentations at organizational meetings, conference workshops and other meetings
- Stay apprised of developments related to state and local policy and advocacy efforts

- Participate in and help lead organization-wide planning, development, and communications activities, as needed, and ensure alignment with Californians Together strategic plan and policies
- Other duties as assigned, dependent on organizational needs and employee skills

Qualifications:

- A bachelor's degree is required; graduate degree is preferred
- 4 to 5 years of experience conducting policy and data analysis in education, preferably on issues related to equity and improving opportunity and outcomes for dual language/English learners; equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered
- Demonstrated experience with using data to support policy development
- Ability to conduct policy analysis, research (qualitative/quantitative), and analyze complex information/data for policy and planning
- Deep understanding of education policy issues in California affecting DLL/ELs (English Learner Roadmap), including development of biliteracy, state and district accountability, and educator quality
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings
- Ability to translate and communicate results of complex analytic and research findings to diverse audiences
- Excellent analytic and communication skills (both oral and written, and in a variety of formats and contexts); Bilingual preferred
- Strong writing and research skills
- Ability to work independently and collaboratively in developing analyses, collecting and analyzing data, and presenting findings
- Must be able to travel locally and statewide for internal and external business
- Other duties as assigned, dependent on organizational needs and employee skills

Personal Characteristics:

- Commitment to the mission and work of Californians Together with the credibility and persuasiveness to secure support from others
- A self-starter who is confident enough to express opinions, to forge ahead when appropriate and hold back when necessary, with a sensitivity to the feelings and opinions of others
- Highly self-motivated with the ability to work independently
- Ability to work with diverse people, build and maintain strong working relationships with both internal and external partners
- Exceptional organizational skills and the ability to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently
- Exceptional communication skills with the ability to listen well



- An energetic person who is emotionally mature and dependable; a collegial individual with a sense of humor.
- Ability to exercise sound, independent judgment
- Ability to contribute to a high functioning team environment
- Patient, personable and approachable
- Must be a team player who is inclusive, flexible, creative, energetic and fair-minded
- Passion for improving the educational experiences and outcomes for dual language/English learners

Compensation:

Salary is commensurate with experience and qualifications. Includes full health, dental and vision benefits, holidays, vacation and sick days. Office closes between Christmas Eve and New Year's.

To Apply:

Please send cover letter, resume and policy-related writing sample to:

Erika Menjivar
Office Manager
Erika@californianstogether.org



