



Legislative and Public Policy Associate

Position Description

Founded in 1867 as the George Peabody Education Fund, the Southern Education Foundation's (SEF) mission is to advance equity and excellence in education for all students in the South, particularly for students of color and students from low-income families. SEF uses advocacy, leadership development, research, and strategic partnerships with like-minded organizations to improve outcomes in early childhood through early adulthood. SEF believes education is the vehicle by which all students get fair chances to develop their talents and contribute to the common good.

SEF is expanding its Government Affairs and Advocacy team to help advance education equity policies across our 17 southern state region. The strategy will include advancing research-based public policies that support public education, wraparound services, teacher modernization, early childhood education, and other research-based school improvement strategies.

To support this approach and the organization's public policy agenda, SEF seeks a Legislative and Public Policy Associate with a strong advocacy, data analysis, research, and policy background and a demonstrated commitment to equity and passion to support students of color and students from low-income families. In addition to working closely with the Senior Director of Public Policy and Advocacy and other SEF team members s/he will work with a diverse array of external education experts in the policy, legal, and research fields. This person will also support practitioners and grassroots partners throughout the region.

CORE RESPONSIBILITIES:

1. Analyze state legislation, regulations, and other education policy documents to understand their equity implications.
2. Conduct research on state education policy issues, specifically related to the privatization of public schools, teacher modernization, early childhood education, wraparound services, and school funding.
3. Complete public policy and research tasks as assigned by the Senior Director of Public Policy and Advocacy, such as sourcing, organizing, and analyzing qualitative and quantitative data aligned to SEF's policy and advocacy goals.
4. Build relationships and work closely with state elected officials and staff at State Department of Educations, State Legislative Black Caucuses, School Board Members, and other policymaking bodies.
5. Communicate complex legislative and policy analysis findings to policymakers and collaborate with colleagues to advance SEF's public policy agenda.
6. Translate research findings into clear understandable collateral (i.e., policy briefs, memos, presentations, fact sheets, reports, and other written materials) for state

policymakers, as well as civil rights, social justice, and other supportive advocacy organizations.

7. Monitor and analyze state, local, and federal legislation, regulatory activity, and other education policy activities.
8. Represent SEF in coalitions and meetings, as appropriate, to support SEF's state public policy and legislative agenda.
9. Performs other relevant duties as assigned and determined by the Senior Director and SEF's Leadership Team.

QUALIFICATIONS:

- Exceptional written, oral, and presentation skills and an ability to clearly communicate complex ideas to the general public.
- Three to five years of work experience (including internships) in policy analysis or research roles, ideally at an education policymaking entity or other policy and advocacy organizations.
- Proficiency with data analysis and design software, including comprehensive knowledge of MS Excel and Canva.
- Relevant experience conducting education research and analyzing information, preferably related to evidence-based reforms and equity-oriented policies.
- Strong knowledge of state and federal education policies.
- Ability to work both independently and collaboratively on multiple projects as a strong team player.
- Ability to occasionally travel (when permitted under CDC and expert guidance).
- Demonstrated commitment to education equity and excellence for every young person.
- Bachelor's degree required; advanced degree preferred (e.g., master's degree in public policy, education policy, or related fields).
- Ability to exhibit grace under pressure and attention to details.

The position is based in Atlanta, GA currently SEF is working remotely with limited office attendance in accordance with CDC and other health guidance and recommendations.

Salary: \$60k - \$70k. Excellent nonprofit benefits.

Applications will be considered on a rolling basis.

Please send a cover letter and resume to hr@southerneducation.org, or mail them to the Southern Education Foundation, Attn: Senior. Director of Public Policy and Advocacy, 101 Marietta St. NW, Ste 1650, Atlanta, GA, 30303.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.