



## RESEARCH & POLICY ANALYST EDUCATIONAL EQUITY

Los Angeles, CA  
Non-Exempt, Full-Time, Regular Position

### **Organizational Background:**

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where all communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Health Equity, Equity in Public Funds, and Political Voice.

### **Position Summary:**

The Research & Policy Analyst will report directly to the Director of the Educational Equity program and generally share responsibilities with the Director as needed and designated by the Director. The position will require time allocation for both coordination and policy work.

### **Specific responsibilities include but are not limited to:**

- Help plan and coordinate quarterly statewide meetings of early education and Early Care and Education advocates and annual 500-person conferences in Sacramento through outreach, publicity, event logistics (registration, catering, speakers' travel, etc.) and content-planning for events.
- Develop and maintain a database for event speakers, invitees, and attendees.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production, and distribution.
- Responsible for the development, and fulfillment of the events.
- Coordinate logistics of event ticket sales, registration tracking and event contractors.
- Broaden social networking to benefit the organization and attract attendees for events.
- Help build and maintain collaborative relationships with broad array of stakeholders including advocacy organizations, academics, service providers, government officials, unions and other policy and research groups.
- Provide research and administrative support. Research areas include but are not limited to foster youth policy, educational opportunities analysis for highest need communities, gap analysis in educational funding, and promising and best practices in early education for children birth-five.
- Policy/research duties include but not limited to:
  - On-line research to support development of agendas related to quarterly meetings and annual conference.
  - Extensive literature reviews and online research on various policy topics.

- Assist in developing policy briefs, report writing, and quantitative analysis.
  - Preparing materials and reports for meetings.
- Other related administrative duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities.
- Bachelor's degree required.
- 2-4 years of experience in civil rights and social justice, public policy, community-based policy advocacy and/or organizing (beyond summer or short-term internships). Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Excellent written and oral communication skills.
- Experience in event or conference-planning preferred.
- Experience in the early care and education field preferred.
- Proven ability to work with diverse communities, leaders and staff.
- Strong analytical and problem solving skills.
- Self-starter, organized, analytical and detail oriented.
- Strong internet research skills.
- Excellent interpersonal skills and ability to work as a team member.
- Ability to multi-task under deadlines and work under pressure.
- Ability to take on responsibilities independently with only general supervision.
- Excellent computer skills, proficient with MS Office applications.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget.
- One year commitment required.

### **Physical Demands:**

Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office or during events.

### **Salary:**

Competitive compensation depending on experience. Includes full health, dental and retirement benefits.

**To Apply: No Calls**

Please send cover letter and resume to:

Alejandra Ramirez-Zarate  
Executive Assistant  
**AZarate@advanceproj.org**

1910 West Sunset Blvd. Suite 500  
Los Angeles, CA 90026  
**[www.adcvancementprojectca.org](http://www.adcvancementprojectca.org)**

**Women and People of color are strongly encouraged to apply**