



REQUEST FOR APPLICATIONS
K-12 Policy Associate

Location: Jackson, MS

Type: Full-time

Reports to: Director of K-12 Policy

About Us

Mississippi First was founded in 2008. Driven to change the fact that Mississippi has historically been last, our founders set a bold vision: a Mississippi first in education nationally.

Now in our second decade, Mississippi First is ready to dramatically accelerate our impact. The mission of Mississippi First is to champion transformative policy solutions ensuring educational excellence for every Mississippi child.

Job Summary

Reporting to the Director of K-12 Policy, the K-12 Policy Associate (Associate) will assist Mississippi First in enacting its K-12 education policy and research agenda, which currently includes charter schools; standards, testing, and accountability issues; school finance; and the educator pipeline. The Associate will be responsible for analyzing policy and data, compiling and maintaining databases, supporting advocacy activities, and writing policy papers.

Responsibilities

Policy Research and Analysis

- Assist in writing, editing, and reviewing K-12 education policy publications.
- Assist in the implementation of K-12 education research and analysis projects.
- Compile, analyze, and synthesize existing peer-reviewed research to inform the K-12 policy and research agenda.
- Compile existing data and maintain internal and external databases.
- Conduct original research using quantitative and qualitative analysis.
- Prepare memos, blog posts, and issue briefs to summarize research to internal and external audiences.
- Monitor ongoing developments in K-12 policy, including, but not limited to, tracking the progress of active legislation and proposed policies as well as attending and reporting on committee hearings and board meetings.

Issue Education and Advocacy

- At the direction of the Director of K-12 Policy, engage K-12 education stakeholders to support Mississippi First's K-12 education policy goals as well as to incorporate the perspectives of stakeholders in Mississippi First's education strategy and goals.
- Support the K-12 Policy Director in advocacy efforts for Mississippi First's education policy goals.

Other (as needed)

- Perform other duties as assigned

Professional Qualifications

Required

- A degree in education, public policy, economics, statistical analysis, social science, or a related field.
- Superb writing and analytical skills.
- Exceptional attention to detail.
- Ability to meet deadlines.
- Ability to be a self-starter.
- Desire to learn and develop.
- Basic understanding of statistics and quantitative analysis.
- Proficiency in Word, Excel, and PowerPoint.
- Understanding of Mississippi First's education goals and ideas.
- Passion for Mississippi First's mission, shared core values, and support for Mississippi First's agenda.

Preferred

- Demonstrated knowledge of K-12 education policy.
- Experience in policy analysis and/or advocacy.
- Experience conducting quantitative and/or qualitative analysis.

Hours and Travel

The Associate is expected to work 40 hours per week every week, Monday through Friday, with the exception of office holidays. Mississippi First office hours are typically 9-5, but the Associate may set regular hours outside of this schedule with the approval of the Executive Director. Standard work hours (a regular schedule each week) are required.

Office Location

The Associate is expected to work from the Mississippi First office in Jackson, Mississippi, during all scheduled work hours unless the Executive Director has granted permission to work elsewhere. The Associate may request a hybrid work arrangement in which in-office work occurs at least three days a week; the Executive Director may approve this work arrangement based on the likelihood of its success.

Compensation

This position offers a competitive salary, benefits, and paid time off.

Salary

Salary for this position will range from \$60,000-\$65,000 commensurate with candidate experience and education.

Benefits

The Associate will be eligible for employee benefits provided to all Mississippi First employees: health insurance, retirement, and a cell phone allowance. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed.

Paid Time Off

Mississippi First offers all employees office holidays (approximately 12 days per year) as well as paid time off based on the number of years an employee has worked for Mississippi First. New employees are entitled to 20 days per year in accordance with the adopted paid time off policy.

How to Apply

To apply, please submit the following to Toren Ballard via email at careers@mississippifirst.org:

- A cover letter that explains how your skills and experience have prepared you for this position;
- A resume;
- A minimum of three (3) references for whom you have worked, at least one of which must have been a supervisor, including for each the name of the relevant organization, name of contact person, email, and telephone number; and
- A completed Employment Application Form (attached).

Applications received by May 16, 2022, will receive priority. The application process will be rolling, so the position may be filled before this date. Please use "K-12 Policy Associate" as the subject line of the submission email. Questions regarding this proposal can be submitted to Toren Ballard at toren@mississippifirst.org. No phone calls, please.

Equal Opportunity Employer

Mississippi First is a 501(c)(3) non-profit organization and an equal opportunity employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

EMPLOYMENT APPLICATION FORM

Applicant Information

Name: _____

Current Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____

Email Address: _____

Personal Information

Please circle "yes" or "no" for each of the following questions.

1. Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?	Yes	No
2. If hired, would you be able to provide your own transportation to/from work?	Yes	No
3. This position may require occasional work on weekday evenings and weekends for various trainings and in- and out-of-state site visits and conferences. Furthermore, remote employees may be required to travel more. Can you commit to these additional hours and/or travel?	Yes	No
4. Are you able to perform the responsibilities of this job for which you are applying, either with or without reasonable accommodation?	Yes	No
5. Do you consent to a criminal, civil, employment history, and social media background check?	Yes	No
6. Have you ever been indicted; convicted of; or entered a plea of guilty, no contest, or had a withheld judgment to a misdemeanor or felony that relates to the welfare of children; sexual misconduct, assault, or harassment; or discrimination?	Yes	No
7. Have you ever been found responsible by a school or court of a charge of sexual misconduct, assault, or harassment; or of a charge of discrimination?	Yes	No
<p><i>No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event and the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.</i></p> <p>If you answered "Yes" to Question #6 or #7, please provide an attachment describing the circumstances, including the nature of the crime/charge; when and where the legal proceeding took place; and the disposition of the case(s).</p>		