



## Job Description: Program Associate

Founded in 2016, EdAllies is a Minnesota-based education advocacy nonprofit that partners with schools, families, and communities to ensure that every young Minnesotan has access to a rigorous and engaging education. We advance policies that put underserved students first, remove barriers facing successful schools and programs, and foster an inclusive conversation about what's possible for students.

To learn more, visit: [www.edalliesmn.org](http://www.edalliesmn.org).

### POSITION

The Program Associate will be a full-time member of the EdAllies team and also serve in the year-long New Sector Residency in Social Enterprise (RISE) Fellowship (details below).

The Program Associate will provide policy and communications support to advance organizational goals, and have the opportunity to lead independent projects focused on research, organizing, and outreach. The Program Associate will focus primarily on EdAllies' goals around improving educator effectiveness and empowering families.

Working out of the EdAllies office in Minneapolis, MN, the Program Associate reports to the team's Managing Director of Strategy & Operations.

### FELLOWSHIP

The Program Associate will also join the New Sector RISE Fellowship, a year-long professional development program designed for emerging leaders with up to five years of work experience. In addition to being matched with a full-time, year-long position at a New Sector partner organization, Fellows participate in professional development trainings, peer learning teams, mentoring, and career coaching sessions to support their short-term goals and long-term career advancement. To learn more, visit: [bit.ly/NewSectorRISE](http://bit.ly/NewSectorRISE).

### RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Providing research support for EdAllies' advocacy functions, including: research and drafting of policy reports, one-pagers, and fact sheets, compiling data to tell compelling stories, and other analysis;
- Building relationships with local and national policy partners to identify opportunities and barriers;
- Supporting communications efforts, including assisting with outreach campaigns, supporting social media and email outreach, writing and editing blogs, and other creative/written assignments;
- Supporting the policy team to build strong relationships with policymakers and working to elevate the organization's credibility through data and cogent arguments;
- Supporting outreach and issue-focused organizing efforts with an emphasis on elevating the voices of educators, parents, and students; and,
- Collaborating closely with team members to advance EdAllies' mission and vision, and serving as a public ambassador for the organization.

## QUALIFICATIONS

The ideal candidate will be driven and entrepreneurial, possess a strong commitment to educational equity and excellence, and have a basic understanding of Minnesota's education advocacy landscape. The ideal candidate has a bachelor's degree with 1-3 years of experience working in the fields of education, policy research, nonprofit advocacy, or a closely related field. Other qualifications include:

- Strong communication skills, including excellent writing;
- Exceptional relationship-building skills;
- Experience conducting basic research and analysis;
- Attention to detail and ability to self-direct;
- Basic knowledge of legislative processes, and/or education policy, research, and practice;
- A record of persevering in the face of challenges, doing what's right, even when it's uncomfortable, delivering against timelines, and not being intimidated by daunting tasks;
- Demonstrated ability to work in a fast-paced, rapidly changing environment, to organize multiple and varied assignments, and to work both independently and collaboratively with a team;
- Sense of humor, strong work ethic, creativity and willingness to do "whatever it takes" to reach the vision of educational excellence for all Minnesota students.
- Commitment to operating with EdAllies' core values: equity, inventiveness, humility, honesty, and courage.

## COMPENSATION

The Program Associate will be considered a fellow for their first year, with a compensation package made up of salary, intensive training and supports from the New Sector Alliance, and a full benefits package. Salary for the first year will be in the range of \$33,000-\$36,750, based on experience. EdAllies comprehensive benefits package includes health, dental, and vision insurance, as well as a retirement plan with employer match.

Training and ongoing 1:1 mentorship and coaching provided to New Sector Alliance RISE Fellows includes one full-day training per month. This professional development investment is valued at \$15,000.

## HOW TO APPLY

Interested candidates should send a cover letter and resume to Brian Garshelis at [bgarshelis@newsector.org](mailto:bgarshelis@newsector.org), with "EdAllies Program Associate application" in the subject line.

Deadline: We are seeking to fill the position immediately. The New Sector RISE Fellowship program for the Twin Cities will launch on Jan. 12, 2018.

*EdAllies is an equal opportunity employer.*

*We strongly encourage applications from diverse candidates. All decisions regarding recruiting and hiring will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.*