



Job Description: Policy & Research Intern

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.

POSITION

We are seeking an intern to join the EdAllies team in fall 2018, on a part-time basis for the full academic year. The Policy & Research Intern will conduct research, analysis, and data collection to strengthen both the planning and execution of our policy campaigns throughout the year. The intern will support communication and public outreach efforts, and help ground education policy debates by collecting and analyzing relevant research that supports or challenges policy positions. A key component of the role will be helping to develop compelling educational materials, such as fact sheets, issue briefs, and charts, to inform decision-makers and empower advocates.

The intern will work primarily out of the EdAllies office in Minneapolis, with some offsite meetings and flexibility to complete projects outside of business hours. The intern will work between 8-16 hours per week, with hours based around the intern's schedule.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Providing research support for EdAllies' advocacy functions, including policy analysis, identification of best practices, and data analysis to inform our work;
- Developing written materials to support EdAllies' advocacy initiatives, including policy reports, one-pagers, and fact sheets;
- Reviewing national and local education policy research and sharing key findings with the team;
- Providing real-time support to EdAllies' policy team to deliver quick, accurate answers to emerging policy questions;
- Supporting events and outreach efforts; and
- Collaborating closely with team members to develop policy strategy.

QUALIFICATIONS

The ideal candidate is currently enrolled in or recently graduated from a master's degree or other advanced program, using the internship to put classroom skills into practice and gain hands-on policy experience. The ideal candidate will be driven and entrepreneurial, possess a strong commitment to educational equity and excellence, and have strong skills in research, analysis, and writing. Qualifications include:

- Strong communication skills, including excellent writing;

- Experience conducting basic research and analysis;
- Ability to synthesize data and draw informed, accurate conclusions;
- Attention to detail and ability to self-direct;
- Basic knowledge of education policy, research, and practice;
- Desire to learn more about teacher preparation, school accountability and improvement, early learning, school choice, school discipline, and other key and emerging education policy topics;
- 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;
- Strong work ethic, strategic and creative willingness to do "whatever it takes" to reach the vision of educational excellence for all Minnesota students; and
- Commitment to operating with EdAllies' core values of equity, inventiveness, humility, honesty, and courage.

COMPENSATION

The internship will pay \$15 per hour. The intern will also accrue paid leave.

HOW TO APPLY

Interested candidates should send a cover letter, resume, and brief writing sample to Andrea Roethke at aroethke@edalliesmn.org, with "EdAllies Policy & Research Intern" in the subject line.

Deadline: The position will remain open until filled, but priority will be given to applications received by June 3.

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.