

**Senior Education Policy Analyst
Education Program or Domestic Policy Program**

Reports To:	Senior Vice President for Domestic Policy and Director of Education Policy
Department:	Domestic Policy
Staff Reporting to this Position:	One
Classification of Position:	Exempt, Full-Time

Summary: The education program at the Center for American Progress is focused on reforming our education system to provide real pathways to opportunity for all. At the foundation of our work is the report the Center's Education Task Force released in August 2005 entitled *Getting Smarter, Becoming Fairer: A Progressive Education Agenda for a Stronger Nation*, which generated pragmatic new policy ideas in three priority areas: expanded learning time; finding and preparing effective teachers; and promoting national standards, accountability, and fiscal equity. The reforms enumerated in the report will be the focus of our education policy work in the upcoming year. In addition, we will devote time and resources to addressing a second track of concerns: greater access to preschool education, high school reform, dropout recovery, creating a pathway from secondary to post-secondary education, and promoting community schools. The Senior Policy Analyst will join a dynamic team of professionals in further developing and deepening our education policy work.

Job Responsibilities:

- Conduct research and write policy papers
- Prepare articles and op-eds
- Help convene symposia and other discussion events
- Participate in the development of CAP's policy portfolio
- Work in coalition with other organizations with related interests
- Assist in developing legislative and advocacy strategy for CAP education policy priorities
- Assist in advocating CAP's education policy priorities before Congress and the administration

Job Requirements

- Excellent analytical and written communication skills
- Demonstrated knowledge and understanding of federal education programs, particularly the No Child Left Behind Act
- Demonstrated knowledge and understanding of the standards-based framework for public education especially as it relates to low income and minority students
- Comfort with working under pressure/tight deadlines in a fast-paced environment
- Ability to multi-task and prioritize
- Strong interpersonal skills and ability to work on a team

Job Qualifications

- Master's Degree
- At least 3-6 years of professional experience in education policy or other relevant field

The following are not required, but are a plus:

- Federal or state legislative or executive branch experience
- Non-profit experience
- Experience with 501(c)(3) and 501 (c)(4) organizations

American Progress operates two separate nonprofit organizations to maximize our progressive agenda: The Center for American Progress and the Center for American Progress Action Fund. This job posting refers collectively to the two organizations under the name "American Progress." The Center for American Progress is a non-partisan 501(c)(3) tax-exempt research and educational institute. It undertakes research, public education and a limited amount of lobbying. The Center for American Progress Action Fund is a non-partisan 501(c)(4) tax-exempt organization dedicated to achieving progress through action. It works to transform progressive ideas into policy through rapid response communications, legislative action, grassroots organizing, political advocacy and partnerships with other progressive leaders. The organizations share office space and employees.

American Progress provides a very competitive compensation and benefits package.

American Progress is an equal opportunity employer

For more information on the Center for American Progress, please go to www.AmericanProgress.org.

For more information on the Center for American Progress Action Fund, please go to www.AmericanProgressAction.org.

To apply, simply e-mail your Word resume and cover letter attachments to: Jobs@AmericanProgress.org.
Or you may write to:

Center for American Progress
Attn: Human Resources Department
1333 H Street, NW, 10th Floor – Education Search
Washington, DC 20005

In your correspondence, please reference the exact title of the job you are applying for in the subject line. This announcement will remain posted until the position is filled. No phone calls please.

Please note that only those individuals whose qualifications match the current needs of the organization will be considered applicants and will receive responses from American Progress.

Thank you for your interest in American Progress.