

**Strategies for Children, Inc.**  
*Powerless Children Need Powerful Friends*

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Title: Research and Policy Associate  
Reports to: Research and Policy Director  
Hours: 9:00 a.m. – 5:30 p.m. Evenings and Saturdays may be required occasionally.

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**Position Profile**

The Research and Policy Associate is responsible for working closely with the Research and Policy Director and the entire SFC/EEA team to achieve the goals of Strategies for Children, Inc. and the Early Education for All Campaign (EEA). There are four primary goals: 1) to use research-based evidence to build public and policymaker support for investments in universal high-quality early education, including full-day kindergarten and workforce development; 2) to serve as an expert resource on key issues in early education and care by cataloging data and summarizing key research findings; 3) to monitor and help inform systems building work at the Departments of Early Education and Care (EEC) and Elementary and Secondary Education (ESE); and 4) to support EEA's Policy Committee. This position requires a highly-motivated, organized, self-starter with a strong interest in researching and analyzing issues in early education policy. The ability to collaborate effectively with others is essential. Outstanding candidates will also bring a passion for the project's mission, an entrepreneurial spirit and commitment to fostering high performance and innovation.

**Responsibilities**

***Help Build Support for Universal High-Quality Early Education***

- Present research in easy-to-use formats to help “make the case” for increased public investment in universal high-quality early education, including writing reports, drafting fact sheets and developing policy briefs.
- Track and analyze state and federal budget and legislative developments relevant to early education, full-day kindergarten and workforce development and training.
- Develop internal memos and talking points to inform Campaign recommendations and communications on legislation and budget proposals.
- Serve as a resource to SFC/EEA staff on policy developments at EEC and ESE and within the field of early education and care.
- Work closely with other SFC/EEA staff to ensure that all materials use consistent language, contain accurate information and are of high-quality.

***Serve as an Expert Resource on Key Issues in Early Education***

- Update EEA's system for tracking and cataloging data used to analyze early education and full-day kindergarten initiatives in Massachusetts and other states, as well as at the federal level.
- Review and summarize current state, national and international research on the benefits of high quality early education and care, including full-day kindergarten.
- Collect, compile, analyze and present up-to-date demographic data on Massachusetts children, families and early education and care providers.
- Manage and maintain electronic and hard copies of research and legislative documents for internal and external use and work with the Communications Director to update research materials on website.
- Participate in and report on conferences, workshops, conference calls and other information sharing opportunities relevant to early education and care issues.
- Provide support to the Research and Policy Director in producing new evidence and original research materials to advance EEA's policy objectives.
- Provide support and materials to the Campaign Director, Legislative Director and other SFC/EEA staff for meetings and other campaign activities where research is needed.
- Provide internal support and expertise for research projects conducted by EEA or commissioned and carried out by external organizations to achieve specific Campaign goals.
- Research additional projects as assigned.

### ***Monitor and Help Inform Systems Building Work and Policy Implementation***

- Support the development and monitor the implementation of a comprehensive, statewide system of high-quality early education accessible to all children and families.
- Provide support for EEA's participation on committees convened by the EEC and ESE including the Workforce Development Task Force, the QRIS working group and the UPK working group.
- Participate in meetings and working groups at EEC, ESE and the Department of Higher Education to support EEA's policy objectives and monitor policymaking processes.
- Review UPK and FDK grant programs administered by EEC and ESE and analyze information on grant recipients as needed.
- Support SFC's efforts at the local level, including the Irene E. & George A. Davis Foundation's Cherish Every Child initiative to implement Universal Pre-Kindergarten, and help develop a broader 0-8 agenda.

### ***Provide Support for EEA's Policy Committee***

- Serve as a resource to EEA's Policy Committee on developments at EEC, ESE and within the early education field.
- Provide staffing to Policy Committee and Campaign Advisory Committee meetings, and other meetings as appropriate, including managing communication with committee members, taking minutes and producing meeting materials.
- Develop relationships with Policy Committee members to ensure that diverse perspectives are represented at Policy Committee meetings.

### **General Duties:**

- Maintain excellent communication and rapport with the SFC President, the Research and Policy Director and the rest of the SFC/EEA staff.
- Participate in staff and team meetings every week and other meetings as needed.
- Fulfill administrative functions as needed.
- Help manage interns.
- Other duties as assigned.

### **Qualifications:**

- Master's Degree or Bachelor's degree with at least two years experience in relevant field
- Formal training or appropriate experience in research methods and evaluation.
- Excellent written and oral communication skills.
- Strong interpersonal and organizational skills.
- Ability to prioritize and multi-task, and adapt to changing situations on a daily basis.
- A self-starter who can work independently and also as a highly effective team member.
- Detail oriented and diligent in follow through.
- Knowledge of the early education and care field broadly, and in Massachusetts.

### **Preferred Qualifications:**

- Familiarity with state legislative process.
- Bilingual: English and Spanish.

**Expected Starting Date:** Immediately

**Salary:** Based on experience

*Strategies for Children, Inc. is an equal opportunity employer.  
Persons of color, women and persons with disabilities are encouraged to apply.*