

***Position Description: E3 Alliance Policy Coordinator***

***Classification: Full time, professional***

***Direct Supervisor: E3 Alliance Executive Director***

Since its founding in 2006, E3 Alliance has taken a strong position that we provide the best objective education data in the state, but we do not advocate, except for the availability of data upon which to make decisions. But that is changing. After much deliberation, our board has decided that leveraging our data with thoughtful and targeted advocacy toward improved policy, at both the local and state levels, will significantly enhance our overall goals. We have decided to not only take public policy positions, but also to join an emerging state coalition to coordinate on education policy positions across the state. True to our commitment to using objective data to drive effective decisions, our approach will be to leverage data as the primary lens to vet policy solutions - specifically, we will support and advocate for policies that will meaningfully reduce disparity and impact student outcomes in a systemic way for a significant number of students. We will engage and coordinate substantially with other statewide policy advisors and backbone organizations (e.g., Early Matters Coalition, Texas Education Grantmakers Advocacy Consortium, Teach Plus Texas, Raise Your Hand Texas, The Commit Partnership), to fortify and magnify efforts, develop a consensus Policy platform for the state, bring together regions across the state in a stronger force for change. In addition, we will continue local efforts to change policy and practice within school districts, institutions of higher education, cities and counties, and other institutions.

The intended result, and the criteria against which we will assess the achievement of the desired result, is that we successfully influence the passage of data-driven local policies to reduce disparity gaps within local institutional authority, as well as state Policies in the 2019 and future Texas Legislative sessions within key areas, such as the following:

- **School Finance:** including adequate and more equitable funding for public education;
- **School Readiness:** policies such as full-day Pre-K that help support the creation of a solid educational foundation for children ages 0-8;
- **Math Pathways:** acting on E3 research to change math course expectations, and alignment between P-12 and higher education to support college success;
- **College Readiness:** adopting a universal college readiness assessment, aligned with our high school curriculum, to prepare all students for post-secondary success.

The Policy Coordinator will perform due diligence and strategic analysis of state and local policy issues impacting overall outcomes and equity gaps in education. S/he will coordinate and facilitate a local Policy Advisory Council of policy leaders who can help guide and advise on E3 Alliance policy positions. The Coordinator will support our efforts by arranging and targeting focused discussions with policy influencers at the state, local, and institutional level and will spearhead engaging new constituents and advocates through social media, letters, visits, and other means. S/he will work with the E3 Alliance research team to identify and define objective analysis and research that can inform policy positions and will share that data objectively. Finally, he/she will track and report on outputs and outcomes of these efforts. This position is full time and reports directly to the E3 Alliance Executive Director.

**Primary Duties and Responsibilities:**

- Perform due diligence and strategic analysis of state education policy issues, in coordination with other state partners, to inform development of policy positions
- Perform due diligence and strategic analysis of local policy issues impacting education issues/needs aligned with E3 Alliance initiatives
- Coordinate our work with local policy advisors, including Early Matters Greater Austin, school board members, policy leaders at partner organizations, and government relations officials at district, higher education, and civic partners
- Maintain relationships with diversity-related partners, organizations, and advocates, with the intention of working together to advance policies that promote equity in education
- Assemble, coordinate and support the Central Texas Policy Advisory Council

- Activate local education equity advocates through social media, letters, visits, etc., in support/opposition to key advocacy positions
- Prepare strategic presentations, including data sets and research/analysis to be made by Executive Director
- Track state impact metrics, such as:
  - Number of bills supported in legislative sessions as applicable and data/rationale supporting them
  - Number of legislators contacted directly and by constituents, effective messages sent by stakeholders to legislators, visits to advocacy pages
  - Legislative wins/losses, and projected impact of policies passed
  - Local policies changed/adopted

**Minimum Qualifications:**

- Bachelor’s degree required
- Demonstrated interest or experience in improving educational outcomes for students through policy/advocacy and/or governmental relations
- Awareness of regional and state issues related to educational equity
- Exceptional organizational skills and attention to detail
- Ability to draft effective, streamlined, and error-free communications
- Strong relationship-building and interpersonal skills with internal and external stakeholders
- Ability to present information and objective data effectively to a broad range of stakeholders
- Experience coordinating multiple projects with diverse stakeholders and tight deadlines
- Ability to take direction and complete tasks independently
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive, Various social media platforms for reaching constituents

**Preferred Qualifications:**

- Experience working with or in the Texas legislature or an education institution in Texas
- Experience with legislation tracking systems/tools
- Experience supporting a senior leader
- Work experience in a fast-paced, mission-driven work environment
- Spanish speaker
- Master’s degree in relevant field

**Performance Expectations and Review**

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Alignment with E3 Alliance Core Values and “Best At’s”
- Ability to take guidance and supervision
- Ability to work independently, both on site and from other locations
- Compliance with E3 Alliance Policies and Procedures