

NIET Policy Assistant

Location: Remote

The Policy Assistant supports the organization's education policy, advocacy, and outreach work. Reporting to the Director of Policy, the Policy Assistant's duties include analysis of federal and state policy on educator effectiveness, focusing primarily on job-embedded professional development, accountability, performance-based evaluation, compensation, and career advancement. This position requires the ability to work both independently and as a member of a team. The Policy Assistant must have strong writing skills, initiative and problem-solving skills; an eye for detail; the ability to organize and prioritize work; and build relationships with partners at the state, local, and school levels.

Duties include, but are not limited to:

- Analyze state education policy developments that impact NIET's work and translate policy and research findings into accessible materials for educators and policymakers.
- Write clear, accurate, and engaging policy reports.
- Collaborate with staff, leadership, communications, and advocacy teams to develop policy recommendations and messaging.
- Support advocacy campaigns with research, talking points, presentations, and legislative background materials.
- Provide policy and programmatic support as needed on state contractual projects and in the development of proposals.
- Develop and maintain excellent working relationships with coalition partners/joint initiatives and legislative staff, and assist in forming strategic alliances with new partner organizations.
- Organize and support policy briefings and panels.
- Assist in the development of state strategy plans and relationships with selected state contacts.

Minimum Qualifications:

- Must reside within 25 miles of Phoenix Valley, AZ
- Bachelor's degree
- Knowledge and interest in the education field required
- 3 years of experience in policy preferred
- Excellent verbal and written communication skills
- Understanding and agreement with NIET's mission
- Proficient with Google Workspace and Microsoft Office tools
- Demonstrated ability to effectively interact with a wide range of people from school leadership, academia, policy, and government
- Ability to be creative, thorough, and professional
- Excellent organizational and time management skills
- Ability to travel
- Exhibit NIET's core values

For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please follow the link to submit your [application](#).

No phone inquiries please.