ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit [www.achieve.org](http://www.achieve.org).

POSITION SUMMARY

The Policy Associate reports to the Associate Director, State Policy and Implementation Support. The Policy Associate is responsible for performing research, writing, and project management in support of Achieve.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track state policy developments relevant to Achieve’s college-and career-ready policy agenda, including monitoring newscasts, flagging priority items for Achieve staff, and contributing to monthly reports for distribution to all staff.
- Play a significant contributing role in the development of Achieve’s 50 state report, ensuring that the policy developments in ADP states inform the parameters and findings in the report.
- Gather, synthesize and share relevant research and data internally and externally where appropriate.
- Support efforts to proactively respond to emerging policy developments in states and respond to direct inquiries from state leaders regarding Achieve’s research and policy work.
- Contribute to the development of tools and resources to use with states to develop, adopt, implement and sustain college-and career-ready policies.
- Recommend new research, tools, and/or convenings based on needs in states and build upon these recommendations to broaden and deepen the scope of services provided to states.
- Provide planning and implementation support for convenings, including conceptualizing the meeting agenda and associate resources, drafting materials, coordinating logistics, and providing on-site support.

REQUIREMENTS

The ideal candidate has a Masters degree in public policy, an analytic discipline or an education-related discipline and a minimum of 2-4 years of experience in the education policy arena.
• Ability to work in a fast-paced environment, under considerable pressure and tight deadlines.
• Strong project management skills and proven ability to successfully manage multiple (often conflicting) priorities.
• Excellent oral and written communication skills.
• Demonstrated relationship-building skills; solid judgment; critical thinking skills; a sense of teamwork and community; highly organized.

COMPENSATION
Salary is commensurate with experience and qualifications. Achieve offers a comprehensive benefits package.

FOR CONSIDERATION
To apply, please send a resume and cover letter to jobs@achieve.org with the position title in the subject line.

Achieve is an Equal Opportunity Employer and encourages diversity in all facets of the organization’s work.