



## **Louisiana Policy Institute for Children**

### **Research & Policy Fellow**

### **Job Description**

**Job Status:** Full-time Fellow for 9-10 months

**Annual Compensation:** \$49,500 to \$64,000 stipend, depending on experience, plus an additional \$5,500 stipend for health benefits

**Job Location:** Remote, preferred for candidate to live in Louisiana

**Working Conditions:** Typical work hours are 8 am to 5 pm CT, Monday through Friday. Work may occasionally be required outside of typical business hours. Occasional travel in Louisiana may be required. Work environment is flexible, fast-paced, intellectually stimulating, and rewarding.

**Reports to:** Policy and Research Director

#### **About the Organization**

The Louisiana Policy Institute for Children is Louisiana's leading policy voice for young children. A non-partisan, non-profit organization, it is an independent source of data, research, and information for policymakers, stakeholders, and the public at large around issues related to young children in Louisiana. Its mission is to advance policies to ensure that Louisiana's young children are ready for success in school and in life.

#### **Position Description**

The Louisiana Policy Institute for Children is seeking a highly-motivated Research & Policy Fellow to play a critical role in advancing policies that increase access to high-quality early care and education and help create an effective, equitable, sustainable, and high-quality early childhood education system in Louisiana. The Research & Policy Fellow will work closely with the Policy and Research Director, Policy Analyst, and other LPIC team members to implement the organization's policy and research priorities. Key responsibilities include conducting policy research and analysis to support the development and implementation of policy proposals; preparing written products on a variety of topics; developing and maintaining a working knowledge of research-based best practices in early childhood; and assisting with specific policy projects.

#### **Key Responsibilities**

##### **1. Policy Research and Development**

- Conduct primary and secondary research and analysis on issues related to early care and education policies in Louisiana.
- Analyze qualitative and quantitative data sets, including collection, cleaning, and visualization of data.
- Research state and federal policies, regulations, and statutes related to Louisiana's young children and their families.

- Assist in the preparation, design, and dissemination of policy reports and proposals.
- Regularly monitor key early childhood data and policymaking bodies to track and analyze legislative and regulatory actions related to early care and education in Louisiana.

## 2. Policy Advocacy

- Develop content for and draft one-pagers, talking points, issue briefs, presentations, infographics, related charts and visuals, op-eds, testimony, speeches, action alerts, white papers, and other materials for internal and external audiences to advance policy priorities.
- Assist in the development and implementation of major new policy initiatives and planning and coordinating policy related workshops, meetings, and other engagements.

## 3. Other Duties as Assigned

- Complete tasks as requested by the Policy and Research Director and/or LPIC leadership team to support the effective and efficient operation of the Louisiana Policy Institute for Children in fulfilling its mission.

## Required Skills and Qualifications

- Bachelor's degree in education, early childhood, public health, social work, public policy, political science, sociology, economics, or a related field. **Advanced degree preferred.**
- At least one year of relevant experience and/or coursework.
- Experience and/or interest in public policy.
- Experience analyzing quantitative and qualitative data.
- Excellent communication (written and oral), organization, interpersonal, time management, and project management skills.
- Strong attention to details and data accuracy.
- Self-starter who is team-oriented, able to work independently, multi-task, be flexible, and bring a positive, professional attitude.
- Knowledge of a variety of computer software applications, including Microsoft Office and Google Suite.

## Commitment to Diversity, Equity, and Inclusion

The Louisiana Policy Institute for Children is committed to expanding opportunities for all of Louisiana's children, acknowledging that marginalized people in Louisiana—including people of color, people from socioeconomically disadvantaged backgrounds, immigrants, women, disabled people, and LGBTQ people — have historically had a more difficult time accessing affordable, reliable, and high-quality early care and education for their children as well as the other supports children need to succeed in school and in life. Too often, people from these same backgrounds are underrepresented in the policy and advocacy efforts that impact them. Accordingly, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

## To apply

Please send a cover letter, resume, and writing sample (max 5 pages) to [info@policyinstitutela.org](mailto:info@policyinstitutela.org) with the subject line "Research & Policy Fellow"