



Position Title: Child Policy Research Assistant

About Children First

Children First (formerly Public Citizens for Children & Youth, PCCY) is a regional policy/advocacy organization devoted to improving the lives and life chances of children by defining and building public will behind policies that increase opportunity and address educational and health inequities, racism, structural barriers to upward mobility and family instability. Children First is a fast-paced organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

Position Summary

Children First is seeking an individual with strong quantitative skills who can serve as the organization's point person for all things data and research-related. The Research Analyst will produce in-depth research reports and construct data sets on key issues affecting the region's children that Children First will use to persuade lawmakers and the public to support specific policy and funding measures. Research is largely focused on K-12 education but also includes early childhood care and education, child health, and family financial stability. The position is ideal for someone who wants to use quantitative skills to create real-world systemic change that improves the lives of the region's children.

Responsibilities

- Prepare in-depth research reports on key issues affecting the region's children, including data analysis, data visualization, and writing. Research is largely focused on K-12 education but also includes early childhood care and education, child health, and family financial stability.
- Analyze publicly available administrative data to evaluate policies and construct arguments.
- Create clear Excel-based data sets for internal use.
- Participate in the creation of data-based communications products such as fact sheets and social media graphics to be used in Children First's advocacy efforts.
- Write op-eds to disseminate research.
- Assist with the organizing of report release events, including press conferences and panel discussions.
- Create and deliver data-driven presentations to policymakers and the public.
- Participate in legislative meetings and assist field staff with other advocacy efforts as needed.
- Compile demographic and other data as needed to support grant applications.
- Assist staff members with other data-related needs that arise.

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Responsibilities (cont)

- Participate in organization-wide outreach efforts and other organization needs that arise.
- Assist the Executive Director with meeting scheduling.
- If needed perform administrative duties for the Early Learning PA campaign, including meeting scheduling, staff list management, and note-taking for Governing Committee meetings once a month.

Qualifications, Education, Experience, & Skills

- Master's degree in education, public policy, quantitative research or related field, or at least 3 years of research work experience.
- Strong quantitative skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Excel.
- Experience working with large administrative data sets preferred.
- Familiarity with key issues in education policy and funding.
- Familiarity with Pennsylvania's K-12 education and/or political landscape is a plus.
- Strong organizational skills and ability to handle multiple projects at once.
- Ability to work independently and follow through on projects with minimal supervision.
- Strong interpersonal skills and ability to be a great team member.

Reports To: Executive Director

How to Apply: Email cover letter and resume to info@childrenfirstpa.org with job title in subject line.

Salary and Benefits: \$45,000 with healthcare for employee and child(ren).

Children First is an inclusive, equal opportunity employer and does not discriminate in hiring.