



REQUEST FOR APPLICATIONS

Policy Coordinator

Why You Should Apply

Are you looking to make a profound difference in a supportive, fast-paced, and intellectually stimulating work environment? Have you been trained in policy analysis? Are you passionate about education? If you answered yes to these questions, then Mississippi First is the right next career move for you! A 501(c)3 non-profit based in Jackson, Mississippi, our mission is to champion transformative policy solutions ensuring educational excellence for every Mississippi child. We have been at the forefront of education improvement initiatives here in Mississippi for the last ten years, including being the author of the *Early Learning Collaborative Act of 2013*, the state's pre-K program. Staff at Mississippi First experience high job satisfaction, support to grow and develop as professionals, and healthy work-life balance, including generous employee leave policies. Apply today to join our wonderful team!

Position

Reporting to the Chief of Staff, the Policy Coordinator (Coordinator) is an individual who collaborates with the Mississippi First staff in developing and enacting its policy agenda. The Coordinator will be responsible for assisting all Mississippi First Directors in reviewing policy and data and supporting advocacy and engagement activities directed toward policymakers and stakeholders.

Responsibilities

Policy Research & Data Collection

- Assist with the design, development, and implementation of Mississippi First research and projects.
- Assist Mississippi First staff in collecting quantitative and qualitative data for research projects and campaigns.

Advocacy & Engagement

- Work with Mississippi First staff to engage Mississippi First stakeholders to support strategy and goals as well as to incorporate the perspectives of stakeholders in Mississippi First's strategy and goals.
- Support the Mississippi First staff in advocacy and engagement efforts for all of Mississippi First's project goals.
- Assist in preparing and organizing materials needed for trainings and events.
- Work directly with the Chief of Staff to execute the overall communications strategy, including building and publishing content that aligns with the organization's goals and policy areas.

Other

- Perform other duties as assigned.

Professional Qualifications

Required

- One of the following educational credentials:
 - a bachelor's degree in policy, public administration, nonprofit management, or related field, **or**
 - a bachelor's degree in education or other field **and** three or more years' experience in an education policy position.
- Demonstrated knowledge of education generally, state and federal education policy and program issues, specifically, and understanding of Mississippi First's goals and ideas.

- Strong problem-solving and analytical skills, including the ability to understand basic statistical concepts as well as analyze and understand education policy trends.
- Exceptional writing and editing skills, as well as the ability to explain complicated policy concepts and quantitative results in a concise manner.
- Excellent oral communication and presentation skills.
- Ability to work in teams with a positive, professional, and solutions-oriented attitude.
- Experience in managing complex projects and meeting deadlines.
- Advanced Word, Excel, and PowerPoint skills.
- Passion for Mississippi First's mission, shared core values, and support for Mississippi First's agenda.

Hours and Travel

The Coordinator is expected to work 40 hours per week every week, Monday through Friday, with the exception of office holidays. Office hours are typically 9-5, but the Coordinator may set regular hours outside of this schedule with the approval of the Executive Director. Standard work hours (a regular schedule each week) are required.

Overnight travel for this role is expected to be occasional—once per month or less.

Office Location

The Mississippi First office is located in Jackson, Mississippi. The Coordinator is expected to work from the assigned office location during all scheduled work hours unless the Coordinator is required to travel or the Executive Director has granted permission to work elsewhere.

Compensation

This position offers a competitive salary, benefits, and paid time off.

Salary

Salary for this position will range from **\$45,000-\$50,000** commensurate with candidate experience and education.

Benefits

The Coordinator will be eligible for health insurance, retirement, and a cell phone allowance. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed.

Paid Time Off

Mississippi First offers all employees office holidays (approximately 11 days per year) as well as paid time off based on the number of years an employee has worked for Mississippi First. New employees are entitled to 20 days per year in accordance with the adopted paid time off policy.

APPLICATION PROCESS

To apply, please submit the following via our [online application](#):

- a cover letter;
- a resume;
- a writing sample;
- a minimum of three (3) references for whom you have worked, at least one of which must have been a supervisor, including for each the name of the relevant organization, name of contact person, email, and telephone number; and
- a completed Employment Application Form.

Applications must be received by **September 13, 2019**. Please submit all materials via our website (<http://www.mississippifirst.org/policy-coordinator-job-application/>). Questions regarding this proposal can be submitted to Rachel Canter at [Rachel Canter](#). No phone calls, please.

Equal Opportunity Employer

Mississippi First is a 501(c)(3) non-profit organization and an equal opportunity employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.