



**Colorado Education Association  
Vacancy Announcement  
Exempt Staff  
Position: Director of Policy Analysis & Research**

**Posting Date: April 3, 2023**

**Closing Date: April 24, 2023 (5:00pm MST)**

The Colorado Education Association is the largest union of educators in the state with more than 39,000 K-12 teachers, higher ed faculty, and education support professionals, as well as students preparing to become teachers, and retired educators. Our mission is to work collectively to provide the best public education for every student. The Colorado Education Association is seeking qualified applicants for a Director of Policy Analysis & Research position.

The Colorado Education Association is recruiting experienced and qualified candidates who are passionate about helping elevate educator voices to improve working and learning conditions for educators and students. The ideal candidate will be deeply committed to our mission, labor unions, and public education and be experienced in researching and analyzing legislative and electoral policy. The role requires a strategic thinker who is able to break down and analyze complex topics and policies in order to effectively communicate about them to others. The Director of Policy Analysis and Research will be responsible for supporting CEA's legislative and electoral programs through research, polling, and data and policy analysis.

The Colorado Education Association is an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA. CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The Director of Policy Analysis & Research is a Denver-based position. CEA currently operates in a hybrid work environment.

**Essential Qualifications:**

- 2-3 years of experience as a policy analyst and/or researcher in a state legislative or congressional office, for a labor organization, or for a nonprofit, policy, or advocacy organization. Experience with pro-public education policies and/or organizations preferred
- Proven experience with polling, research, and/or data analysis to support best practice messaging and advocacy during election and legislative cycles. Experience with drafting and reviewing polls, surveys, and other data to drive campaign strategy preferred
- Demonstrated knowledge of state and federal legislative, electoral, and political processes and campaigns, including knowledge of state and national education and fiscal policies and laws
- Ability to review, analyze, and summarize potential and introduced legislation and amendments
- Ability to project a positive public image as a representative of the Union
- An understanding of issues related to systemic racism and social justice and a commitment to advance diversity and social justice
- Strong commitment to the labor movement and public education. Experience working with a union or other member organization preferred
- Bachelor's degree
- Excellent oral, written and interpersonal communication skills
- Knowledge of organizing principles and ability to develop and implement organizing plans
- Ability to work in a team environment, demonstrated use of sound professional judgment, and conflict resolution skills

- Training and presentation skills
- Understanding of membership-based organizations; Willingness and ability to advocate for membership and goals of the organization
- Ability to build and maintain effective working relationships with staff and leaders
- Project planning and management skills; ability to effectively manage multiple priorities and manage time and financial resources
- Willingness and ability to expand knowledge and skills in a rapidly changing environment

## Responsibilities:

- Serve as policy analysis and research lead for legislative and electoral work
- Support CEA's legislative strategy by reviewing, researching, evaluating, and tracking all introduced legislation in Colorado
- Lead the creation of a policy and resource library that will meet the strategic goals of CEA, collaborating with CEA Leaders and staff
- Coordinate polling, surveys, and other testing for legislative and electoral campaigns that CEA leads and supports
- Develop timely communication with and reporting to CEA leaders, Board of Directors, members and staff, using various methods, on legislative and political matters
- Work with the CEA lobbyist(s) to provide legislative reporting on issues and legislators upon the conclusion of each legislative session
- Provide support to the CEA lobbyist(s) to support legislative priorities, including drafting factsheets, crafting strategy, writing testimony, and evaluating amendments
- Track relevant opposition, policy, and election-related research and provide strategic recommendations. Track trends in education policy
- Train leaders, members and staff to support CEA's political and legislative goals
- Provide CEA political advocacy work in candidate and ballot measure elections at the national, state and local levels, as assigned
- Serve as a staff liaison to the NEA and other state affiliates on legislative and political matters
- Represent the Union in public forums as necessary
- Serve as staff liaison to member/leader groups and external entities as assigned
- Perform other duties as assigned

## Compensation and Benefits

This is a bargaining unit position with a salary range of \$70,750 to \$128,058 based upon prior experience. Fringe benefits include auto allowance; liberal vacation and sick leave; holidays; health, dental, disability, and life insurance; defined contribution retirement benefit and 401(k) plan.

## Application Procedure

To complete an application, please visit the CEA career opportunities website - <https://form.jotform.com/230826366962161>

Applications will be reviewed on a rolling basis but **must be received by CEA by 5pm (MST) on April 24, 2023**. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association  
1500 Grant Street  
Denver, Colorado 80203