



The Education Trust–Midwest

Data and Policy Analyst

[The Education Trust–Midwest](#) (ETM), a nonprofit education advocacy and research organization located in southeastern Michigan, seeks a full-time Data and Policy Analyst to support the work of its growing team. The Education Trust-Midwest promotes high academic achievement for all students at all levels—pre-kindergarten through college. We work alongside parents, educators, policymakers, and community and business leaders in transforming schools and colleges into institutions that serve all students well. Lessons learned in these efforts, together with unflinching data analyses, shape our Michigan-focused policy agenda. Our goal is to close the gaps in opportunity and achievement that consign far too many young people—especially those who are Black, Latino, American Indian, or from low-income families—to lives on the margin of the American mainstream.

Major Responsibilities

The Data and Policy Analyst will draw lessons from the best available data, research, and practical experiences, to inform and advance the organization’s policy agenda. Responsibilities include, but are not limited to:

- Collect, analyze, and interpret educational data related to student achievement, attainment, and opportunities to learn;
- Work collaboratively with fellow staff members across the organization to monitor federal, state, and local K-16 policy and quickly respond to legislative and regulatory proposals, inquiries from allies, and other rapid-response opportunities, to make the organization’s case in the media and beyond;
- Monitor state education legislation on a daily basis; provide quick turnaround analysis of bills as they evolve; serve as a resource to legislative staffers and lawmakers on bills relevant to ETM agenda;
- Prepare data and policy analyses for internal and external use;
- Read, evaluate, and summarize academic and policy research relating to ETM’s policy and advocacy agenda;
- Proactively generate new ideas for how ETM can expand its use of data for research and advocacy;
- Contribute to the writing of public reports, fact sheets, press statements, and website materials;
- Respond to requests for data and information from website visitors, researchers, community members, and other users of ETM materials and services; and
- Support staff in finding data, creating and presenting public presentations, identifying successful schools, and creating publications for public distribution.

Qualifications and Experience

We are looking for a combination of the following qualifications and experience:

- A minimum of a bachelor's degree; a master's degree in education, public policy, or related field strongly preferred;
- Strong analytical, research, and communications skills, with an emphasis on the ability to communicate the results of quantitative and policy analyses to diverse audiences;
- Excellent writing ability, experience writing for external audiences a plus;
- Knowledge of state and federal education policies; and a familiarity with major sources of education data;
- Expertise in MS Office, including Excel to collect, organize, and clean data; and PowerPoint to design thoughtful, engaging presentations;
- Familiarity analyzing large data sets using statistical software (e.g. STATA, SAS, SPSS, etc.);
- Ability to work independently in collecting and evaluating education data to support policy advocacy;
- Ability to prioritize competing demands in a changing, highly collaborative environment;
- Strong follow-through skills and attention to detail, especially under tight deadline pressure;
- Willingness to travel within the state of Michigan; and
- A demonstrated passion for educational equity for low-income students and students of color.

Compensation and Benefits

Salary is commensurate with experience and qualifications. The Education Trust offers a comprehensive benefits package.

Application Process

Please include the following with your application. You must combine all documents into one document and upload that single document. Applications should include the following:

- Cover letter
- Resume
- Contact information for three references
- Writing sample (No more than five pages; sections from a longer paper are suitable)

Click [here](#) to apply for the Data and Policy Analyst position.

The Education Trust-Midwest is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.