



## Data and Policy Associate

The [North Carolina Early Childhood Foundation \(NCECF\)](#) seeks a Data and Policy Associate to join our team and play a key role in helping us achieve our plans for growth and impact in alignment with our vision, mission, and values. NCECF's work focuses on promoting understanding, spearheading collaboration, and advancing policies to help ensure every North Carolina child has a strong foundation for lifelong health, education, and well-being supported by a comprehensive, equitable birth-to-age-eight system.

### Position Overview

The Data and Policy Associate is a new, remote, part-time position (0.75 FTE) that is funded for two years, with the possibility of becoming permanent. Reporting to our Collaboration and Policy Leader, this individual will be responsible for supporting data and policy efforts related to the [Pathways to Grade-Level Reading \(Pathways\)](#) Initiative, including developing, promoting, and utilizing the [Pathways Data Dashboard](#) and [Action Map](#), and supporting related initiatives to improve early childhood systems and opportunities in the state.

A successful candidate will be comfortable working independently and collaboratively in a small team environment, have experience with data and policy analysis, communicate effectively, and demonstrate a commitment to racial equity and eliminating systemic barriers.

Some benefits of working at NCECF include:

- Strong remote working culture that provides flexibility and promotes connection
- Flexible paid time off policy, in addition to paid holidays including seven federal holidays, one floating holiday, and the last week of the year
- Generous 401k retirement plan
- 100% employer-paid premium health insurance and life insurance for employees
- Twelve weeks paid parental leave after 12 months of employment
- Professional development opportunities

### Responsibilities

#### ***Managing, Analyzing, and Promoting Use of Data***

- Help disseminate and promote utilization of the Pathways Data Dashboard to guide decision making, data development, and actions to support grade-level reading
- Conduct basic quantitative and qualitative analysis of data obtained by NCECF from public data sources, surveys, interviews, focus groups, etc., and report on results

- Support contractors in updating the Pathways Data Dashboard
- Identify strategies to further amplify family/community voices and other qualitative data
- Support work of the NC Early Childhood Data Advisory Council to improve the quality and scope of early childhood data and collaboration

#### ***Promoting Policies and Initiatives that Impact Grade-Level Reading***

- Lead the continued development and use of the Action Map, including outreach and engagement of state and local initiatives leading in prioritized policy and strategy areas
- Continue to build relationships with, learn from, and engage community-based initiatives, particularly ones led by people of color and impacting rural communities
- Develop and manage effective processes and organizational systems to track initiatives
- Review and edit initiative information, and upload to Map using Wordpress
- Conduct policy analysis related to Pathways strategies and actions; incorporate into blogs, briefs, and presentations that highlight policies and initiatives to target audiences
- Serve as primary contact for organizations engaged in Action Map

#### ***Other Efforts to Advance NCECF's Mission***

- Monitor and report on how state-level committees, commissions, task forces and other bodies are implementing the Pathways Measures of Success and Action Frameworks
- Collaborate with NCECF staff to advance the organization's mission, implement its strategic plan, and support efforts to build its identity and outreach
- Promote and deepen NCECF's commitment to equity in internal and external work
- Perform other duties as assigned

#### **Required Knowledge, Skills, and Abilities**

- Experience with basic to mid-level data and policy analysis
- Strong written and verbal communication skills including an ability to engage with diverse stakeholders by email and phone, edit materials, write succinct blogs and briefs, and speak confidently in virtual and in-person meetings
- A deep commitment to continuously grow our understanding of systems of oppression, power, and anti-racism and challenge racist policies and ideas
- Enjoy researching and building awareness of initiatives, policies, current issues, and data-related efforts, especially ones that advance equity
- Experience with Zoom, Microsoft and Google Suites is required; Wordpress, Tableau, and/or statistical software is highly desired
- Ability to thrive in a small team, remote-working, and fast-paced environment
- Quick learner and self-starter who is comfortable working with minimal oversight
- Effectively develops and maintains organizational systems with attention to detail
- Innovative thinker who asks good questions and is able to identify solutions to problems
- Team player who is willing to pitch in to support colleagues and organization's mission
- Knowledge of the early childhood field and a basic understanding of North Carolina's historical and current early childhood context is helpful, but not required

## Education, Training, and Experience

- Bachelor's Degree and two to three years experience in data and policy analysis, project management, education, public health, and/or a related area; OR,
- Master's Degree and one year of experience in areas stated above; OR
- An equivalent combination of training and experience
- Estimated on-the-job training time is six months

## Position Specifics

- This is a remote-working, temporary, part-time position (0.75 FTE, or 30 hours/week). It is grant-funded for two years, with the possibility of becoming a permanent position
- Compensation is \$30.00/hour

## To Apply

- Interested candidates should email a letter of interest and resume to Kaylan Sloane at [ksloane@buildthefoundation.org](mailto:ksloane@buildthefoundation.org)
- Application Deadline: **July 10, 2022, 11:59 pm EST**, or until the position is filled
- Application Process: For selected candidates, we will conduct a 30 minute phone interview followed by a 45 minute to one hour virtual interview, with the possibility of an additional virtual or in-person interview (if in the Triangle area)
- Offer of employment expected by mid-August. Desired start date by early September
- Please include how you heard about the job (e.g., LinkedIn, word-of-mouth, listserv)
- We are currently only accepting applicants who reside in North Carolina
- No phone calls please

*NCECF understands diversity strengthens organizational decision making. We strongly encourage members of traditionally under-represented communities to apply, including people of color, LGBTQIA-identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.*