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## **Job Opening: Policy Director**

### **Philadelphia or Harrisburg, PA**

The Education Law Center-PA, a statewide nonprofit legal advocacy organization that has played a leading role on key issues of educational equity and civil rights since 1975, seeks an experienced professional for a full-time policy advocacy position. The candidate should have a demonstrated commitment to civil rights, racial justice, educational equity, and advancing the rights of underserved populations.

The mission of the Education Law Center is to ensure that all children in Pennsylvania have access to a quality public education. ELC employs a broad range of strategies to accomplish this mission including direct legal representation, impact litigation, educating parents and students about their legal rights, supporting community-based groups, and policy advocacy at the local, state, and federal levels. Our work focuses on issues of access and equity in public education for students historically underserved by education systems, including students of color, students with disabilities, multilingual learners, LGBTQ youth, students experiencing homelessness, and students involved in the foster care and juvenile justice systems. We work to dismantle the school-to-prison pipeline, ensure fair funding for public schools, and make certain that all children have access to the full range of public education opportunities.

Job Responsibilities include:

- Leading ELC's legislative and policy initiatives with a primary focus on our fair school funding advocacy
- Working in collaboration with partners in other organizations to advance the rights of students
- As a member of the Management Committee, the Policy Director will advise the Executive Director and colleagues on policy advocacy implementation consistent with ELC's strategic priorities
- Engage, develop, and execute a public policy agenda that supports the organization's strategic goals
- Identify, track, and analyze relevant legislation before the Pennsylvania General Assembly, in concert with colleagues
- Prepare and edit policy and advocacy materials, including reports in collaboration with colleagues
- In collaboration with communications team, develop and coordinate messaging on policy matters and speak publicly on ELC's behalf at events and to the media
- Informing and developing ELC's policy positions at the local, state, and federal level
- Supervising attorneys on policy work

We are looking for a candidate with:

- At least 10 years of relevant legal and/or policy experience
- Experience doing policy work at the local, state, and/or federal level
- Leadership and/or supervisory experience

**Ensuring that all of Pennsylvania's children have equal access to a quality public education.**

- Excellent research, writing, and analytical skills
- Ability to work collaboratively with colleagues and community partners
- Initiative, vision, and a willingness to use multi-strategy approaches to advocacy
- Public speaking experience and strong communication skills
- Ability to commute to meetings and events in Harrisburg and throughout the state
- Demonstrated interest in ELC's mission and/or experience working with underserved clients or communities
- Prior experience on the staff or board of a nonprofit is a plus
- Experience advocating in Harrisburg is a plus
- Attorney with admission and good standing in the Pennsylvania bar or eligible for admission by reciprocity is a plus but not required

**Compensation and Benefits:** Competitive salary is commensurate with experience and generous benefits are provided. Benefits include medical, dental, vision, life, and disability insurance with 100% paid by employer for employee, flexible spending account, retirement plan, and professional development budget. Employees have a generous self-managed leave benefit inclusive of vacation, sick, and holidays, including an office closure the last week in December.

ELC offers a flexible hybrid schedule. Staff may work remotely up to three days a week. ELC will consider requests for flextime and alternative remote work schedules.

**Vaccination Requirements** ELC requires that all employees show proof of COVID-19 vaccination. Medical and religious exemptions are reviewed on an individual basis in accordance with applicable law.

To apply, please submit a **letter of interest** and a **curriculum vitae** by email to [hrphl@elc-pa.org](mailto:hrphl@elc-pa.org) with **"Policy Applicant"** in the subject line. Applicants will be reviewed on a rolling basis. The salary is commensurate with experience and generous benefits are provided. The Education Law Center values diversity and an inclusive culture. ELC is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance.