



POLICY ASSOCIATE JOB DESCRIPTION

PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools. PAVE's parent leaders have worked tirelessly to reimagine the education system in DC, including:

- Advocating for and achieving an historic pupil funding increase for both the public traditional and charter school sectors and funding for distance learning in response to COVID-19
- Increasing funding for Out-of-School Time (OST) programs by almost \$11 million
- Increasing support for mental health & trauma-informed training DC's schools by \$17 mil;
- Increasing funding for child care providers by more than \$6 million
- Representing 40% of the parent and community engagement process for the new citywide report card with both focus group and canvassing efforts; and
- Leading a first-of-its-kind selection process for a new school operator serving both Ward 8 and military families, where a committee of eight parents identified the school that they wanted to see in their community.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of over 3,000 parent leaders, 13 (and growing) full-time staff, and both school and citywide partners in educational equity. ***The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.***

The Role

Reporting to the Director of Policy, the Policy Associate is a mission-critical role, assisting with content development around education policy resources, and supporting the Director of Policy and staff on policy and advocacy focused initiatives and events. The Policy Associate will research and follow current policies; help build out PAVE's Policy & Advocacy Department by improving internal systems, evaluation practices, and tracking of relevant



policy issues; plan and lead logistics for community engagement projects; assist in executing the organization's outreach strategy for sharing policy updates with parent leaders; and will create a robust and informative repository of content.

Responsibilities

The Policy Associate will work closely with all members of the policy team at PAVE and will:

Policy Analysis and Research

- Research education policy topics relevant to the DC education system;
- Collect and analyze data on policy and advocacy issues to inform the PAVE community, inclusive of school and parent leaders
- Monitor policy decisions and trends and evaluate how policies impact DC's public schools (traditional and charter).

Content Building

- Create a repository of information on initiatives and a series of white papers and informational materials on PAVE's work;
- Write research and summary briefs and other communications materials that explain and advocate for PAVE's policy priorities;
- Translate policies into advocacy and policy curriculum or fact sheets for PAVE programming, including 1:1 meetings, PAVE Parent Leaders in Education Boards, and the PAVE Parent Policy Summit;
- Create tools to gather feedback on efficacy of policy materials and communication to various stakeholders and audiences, with parents as the primary audience.

Operations and Systems

- Assisting with coordination of PAVE's canvassing work, including data aggregation, analysis, and reporting;
- Assisting with the management of PAVE's policy and advocacy tracking and evaluation systems;
- Prepare dissemination materials in anticipation of and following PAVE events including but not limited to printing and assembling informational packets, sending out follow-up emails with meeting minutes and action items, and ordering printed materials from PAVE's printing and design vendor;
- Attend PAVE policy and advocacy meetings and record conversations; edit notes for public dissemination;
- Oversee scheduling and follow-up for PAVE policy and advocacy events;
- Support with logistical planning for PAVE policy and advocacy events by placing food orders, securing childcare, arranging meeting space, and ensuring meeting logistics run smoothly.



Qualifications

The Policy Associate will be thoroughly committed to PAVE's mission. Concrete demonstrable experience and other qualifications include:

- 1-3 years of work experience;
- Education background in public policy, experience working at a policy-focused organization, or in a role involving policy analysis preferred;
- Familiarity with policy organizations, local policy, or the education field is a plus.
- Strong interpersonal skills with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, community-centered and innovative approach to organizing and community engagement and;
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.