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People for Education

Public education. Public good.

People for Education is looking for a full-time Policy Analyst!

Are you inquisitive, collaborative, and a critical thinker? Do you have experience working with public policy and analysis? Do you have strong qualitative and/or quantitative research and writing skills? Are you interested in working with a small team of talented and energetic individuals who are passionate about public education?

People for Education (PFE) is a Canadian non-profit organization working to support system change in public education so that *all* students have an equitable opportunity to graduate from high school with the skills and competencies they need to succeed whatever path they choose, and so that Canada has the next generations it needs to ensure a fair, prosperous and sustainable society.

Key components of our work include:

- Convening, building connections, and creating a pan-Canadian network of students, educators, families, policy makers, and researchers.

- Articulating the key components of a quality education in Canada and developing policy-ready ideas.

- Making research public and accessible to help make the case for system change.

Reporting to the Director, Policy and Research, the successful candidate will support the advancement of public education in Canada by performing in-depth policy analysis, policy scans, examining qualitative and quantitative datasets, writing in-depth reports for a range of audiences, and working collaboratively with partner organizations as well as the PFE team to fuel conversations about the promise and potential of public education.

Key Qualifications:

- A Master's degree or equivalent in public policy, political science, education, humanities, or a related field with demonstrated experience in research writing and policy analysis

- Excellent oral communication, writing, and interpersonal skills

- Ability to summarize complex reports into succinct overviews

- General knowledge of public policy and education systems in Canada

- Proficient in Microsoft Office

- Exceptionally detail-oriented, organized, and collaborative

- Flexible team player

- Bilingual in French is an asset

Duties and Responsibilities:

- Procure and assess key information about emerging public policies impacting education

- Create, maintain, and implement data collection tools and instruments

- Oversee the maintenance of both short- and long-term datasets

- Manage multiple research projects, schedule deliverables, and coordinate with stakeholders/partner organizations

- Conduct literature reviews and environmental scans

- Perform policy analysis and write research outputs (summaries, briefs, reports) that highlight key findings for a range of audiences

- Complete thorough media scans of current events and news related to education policy with the objective of information dissemination and sharing to the PFE team and partners

- Collaborate with the PFE team on a communications and social media strategy

- Be a key player in mobilizing knowledge to a wide range of public audiences

- Support PFE in conference participation: strategic planning, proposal writing, presentation, networking, and knowledge generation/dissemination.

- Contribute to the PFE strategic planning cycle.

People for Education is committed to having a diverse team that represents a variety of backgrounds, perspectives, and skills. This is a permanent full-time position. While the PFE office is located in Toronto, there is flexibility for working remotely. Salary will be commensurate with experience. We are proud to be an excellent employer, with a great benefits package, a pension plan, and opportunities for professional development.

To apply for this job, we invite you to submit a cover letter explaining your fit for the job (please include salary expectations) and a resume to info@peopleforeducation.ca. The deadline is **September 24, 2021.**