An Invitation to Apply for the Position of
Policy and Research Assistant
Collaborative for Academic, Social, and Emotional Learning (CASEL)
Chicago, Illinois
Posting Date: January 2020

Who We Are
The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL’s mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students’ social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

What You’ll Bring
At CASEL, you will join a team of people with diverse backgrounds and experiences, who are inspired by our mission and highly motivated to change children’s lives through SEL in education. If you have been complimented for your communication skills, pegged as a problem solver, and proven you thrive in a fast-paced environment, you will be right at home here. We are looking for talented people who are eager to learn, embrace challenge, cultivate strong relationships, and push themselves, their work and the people around them to the next level.

Job Brief
Reporting directly to the Director of Policy and Practice, the Policy and Research Assistant will assist with a variety of daily activities, primarily supporting the Policy team to identify and analyze SEL policies and other educational policies that connect with SEL.

Key Responsibilities
As the Policy and Research Assistant, you will support the development of briefs, tools, and technical assistance for state teams that are part of the Collaborating States Initiative (CSI). In addition, you will support national, regional, and virtual communities of practices by developing, scheduling, and evaluating meetings; and organizing logistics, communications, and preparing materials as needed. You will also support finding space for regional and community of practice in-person meetings.

Other responsibilities will include, but are not limited to, the following:

- Support and execute CASEL’s state scans and policy research activities as related to the CASEL Collaborating States Initiative.
- Support development of highly responsive answers to questions asked by state teams.
- Manage and support requested reviews of state standards and guidance for reporting.
- Contribute to drafts of briefs and reports, and identify state examples, resources and tools for the CASEL State Resource Center.
- Manage and support requests to 50 states to review draft Collaborating States Initiative reports; lead editing and maintain quality.
- Lead the virtual platform for Communities of Practice.
• Support interviews of state leaders and prepare for state meetings.
• Summarize information and create PowerPoints, text, and reports to support CASEL’s state scorecard project.
• Support maintenance of CASEL state webpages.
• Manage and support all communications with states as needed, including formal communications to Chiefs.
• Provide project management support for the Policy team, managing day-to-day workflow by tracking priorities, creating and managing timelines, and managing the status of deliverables.
• Provide administrative and clerical support to the Policy team with day-to-day tasks including monitoring daily itineraries, scheduling appointments, preparation and dissemination of meeting materials, coordination of travel arrangements, and management of follow-up communications.
• Assist with coordination and planning logistics for major projects and in-person events/convenings, including tracking budgeted expenses; and tracking and communicating with attendees.
• Complete special projects and other duties as assigned.

Qualifications
Duties will vary frequently and will require high levels of precision, good judgement, and discretion. The volume and complexity of the work demands excellent communication skills with the ability to proactively balance priorities and workload. In addition, experience with research in education policy; data analysis; adherence to confidentiality protocols; and the ability to create documents, presentations, and high-level communications are a must.

Other qualifications include:
- Bachelors degree required; preferred in Education Policy or Social Sciences.
- Experience with research and data analysis required; experience with national education policy preferred.
- Administrative experience strongly preferred.
- Excellent written and oral communication skills.
- Excellent organizational and project management skills, with a proven ability to prioritize tasks in a fast-paced office environment.
- Skill with and deep knowledge of the Microsoft Office suite.
- Experience with Asana (or other project management software) strongly preferred.
- Proven ability to attend closely to detail, and to be flexible, diplomatic, and positive.

Compensation
CASEL offers a competitive compensation package commensurate with experience.

To Apply
Please email a thoughtful cover letter and resume by February 14, 2020 outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit, and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs diverse staff and values a diverse work environment.