



Higher Learning Advocates Position Summary

Policy Associate

The Policy Associate is a member of Higher Learning's Advocates' (HLA) full-time staff responsible for assisting in the development and publication of the organization's policy products and activities. The Policy Associate will support a diverse range of projects related to the organization's policy work, including content and materials development, research, writing, and other duties as assigned.

Responsibilities

- Conduct analysis and research in line with organizational policy priorities
- Draft and manage policy materials, such as fact sheets, policy briefs, 101s, blog posts, and other materials as needed.
- Support public appearances and speaking engagements by drafting talking points and statements.
- Monitor and update the team on key policy issues that relate to the organization's mission.
- Monitor media coverage, social media, and legislative activity related to the organization's key issues.
- Maintain project management tools to ensure products are completed in a timely manner.

Qualifications

The Policy Associate will approach these tasks as an entrepreneurial enterprise, requiring a proactive approach. This role requires a personable, creative, dynamic, well-organized, and highly-motivated person with a strong interest in public policy and today's students. Preferred qualifications include:

- Demonstrated ability to conduct effective research and communicate complex policy concepts to a variety of audiences.
- Familiarity with higher education policy research and content.
- Strong writing and communication skills.
- Demonstrated experience balancing multiple projects under tight deadlines.
- Ability to thrive in a small team and remote environment where teamwork, creativity, and flexibility are valued.
- Quantitative skills preferred.

Work Environment and Physical Demands

- Work is performed in an office environment, mostly sedentary.

- Visual and auditory acuity for extensive use of various forms of technology.
- The position is currently remote, but Higher Learning Advocates is based in Washington, DC.

Compensation

The salary range for this position is \$50,000 - \$65,000, and includes a competitive benefits package. Salary is commensurate with experience and qualifications.

Higher Learning Advocates is an equal opportunity employer. Women and people of color are encouraged to apply.

To apply for this position, please submit a cover letter and resume to careers@higherlearningadvocates.org with POLICY in the message title.

Higher Learning Advocates (HLA) is the leading bipartisan nonprofit organization that advocates for today's students and their postsecondary success through policy and systems change. Established in 2017, HLA advocates for policies and support programs that ensure opportunity and promote inclusive pathways for all learners to succeed through an equitable system of higher learning, employment, and economic mobility.

For more information about Higher Learning Advocates, visit www.higherlearningadvocates.org.