

Job Posting

Title: Research and Policy Fellow – Family Economic Security

Status: Exempt

Reports to: Research and Policy Director

Organization

Connecticut Voices for Children (CT Voices) is a research-based advocacy organization (i.e., a “think and do” tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. CT Voices has three broad research and policy issue areas:

- *Family Economic Security.* CT Voices conducts research and works with stakeholders and partners to co-create policy recommendations for the issues of housing, criminal justice, and employment as well as the intersectional issues of health, child welfare, and education.
- *Fiscal and Economics.* CT Voices identifies and advocates for investments in children and families as the primary budget priority, and it also conducts research and works with stakeholders and partners to co-create policy recommendations that support inclusive growth and a fair tax system.
- *Emerging Issues.* CT Voices identifies new, timely issues and conducts research and works with stakeholders and partners to co-create policy recommendations to address those issues.

Opportunity and Major Responsibilities

CT Voices is hiring a full-time Research and Policy Fellow for Family Economic Security that will lead work in the area of fair employment, with a specific focus on early care and education. Major responsibilities include:

- Manage quantitative and qualitative research projects, in some cases independently and in some cases in partnership with staff, contractors, community-based organizations, and other key stakeholders
- Develop policy recommendations, in some cases independently and in some cases in partnership with staff, contractors, community-based organizations, and other key stakeholders
- Monitor and analyze state and federal budgets and other relevant local, state and federal policy proposals
- Develop and deliver oral and written presentations and testimony as well as provide technical assistance to educate and/or assist staff, community-based organizations, and other key stakeholders

Opportunity and Major Responsibilities continued

- Develop relationships with staff, community-based organizations, and other key stakeholders to advance CT Voices' mission
- Provide additional support as needed (e.g., manage interns, contribute to grant applications)

Qualifications

The required qualifications include:

- Demonstrated commitment to CT Voices' vision, mission and values
- Graduate degree in public policy or a related field, and several years of professional experience in public policy or a related field
- Demonstrated quantitative and qualitative research skills
- Demonstrated experience using data from the U.S. Census Bureau
- Demonstrated written and verbal communication skills, including the ability to communicate complex topics to non-expert audiences
- Demonstrated knowledge of fair employment and early care and education issues
- Ideal candidate will have an understanding of the various local, state and federal political environments that impact the issues
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and at least one statistical software program (R, Stata, SPSS, etc.)
- Ability to take initiative, problem-solve, think strategically, and work both independently and collaboratively
- A drive to deepen your own knowledge and a focus on life-long learning
- A willingness to transform yourself and our organization to be more impactful in our efforts
- Ability to work in a fast-paced, deadline-driven environment, juggle multiple projects at once.
- Ideal candidate will have strong people skills and experience working in partnership as a team in a busy office with personal enthusiasm, humility, and a sense of humor

Salary

The salary range for this position is \$80,000 – \$90,000 plus generous benefits.

This position has the option to work hybrid some days of the week. Some days work will be required in the office, but other duties may be accomplished remotely.

SEE APPLICATION INSTRUCTIONS ON THE NEXT PAGE

Application

To apply, please send the materials listed below to hr@ctvoices.org. The subject line of the email should state “Research and Policy Fellow – FES” and the attachments should be labeled as follows: Last Name-Resume; Last Name-Cover Letter; Last Name-Writing Sample; Last Name-Data Analysis Sample.

- Resume/CV
- Cover letter
- Writing sample that demonstrates the candidate’s research and writing skills, preferably dated within the last three years and preferably in a relevant area of public policy
- Data analysis sample that demonstrates the candidate’s data analysis skills, preferably dated within the last three years and preferably in a relevant area of public policy

If the writing sample and data analysis sample are the same, please state so in the cover letter.

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

3/9/23