



**Organization:** Results for America

**Role:** Policy Assistant

**Location:** Washington, DC preferred; flexible

### **Organization Overview**

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$1 trillion that governments spend annually to address the needs of the most vulnerable Americans.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

### **Position Overview**

Results for America is seeking a highly-skilled, energetic, entrepreneurial Policy Assistant to support its federal and state policy agendas. This position requires a successful candidate to have excellent organizational skills and demonstrated experience in policy. The ideal candidate also will possess methodical planning skills, a strong customer-service focus, excellent interpersonal skills, strong writing ability, and an interest in becoming a team player in an entrepreneurial environment.

### **Position Responsibilities**

*Position responsibilities include, but are not restricted to, the following:*

Research:

- Conduct research and analysis of state and federal personnel, practices, policies, programs, systems, laws, and regulations;
- Regularly monitor news and policy sources for issues/articles relevant to RFA's existing state and federal policy agenda;
- Support the exploration of new areas of policy for RFA's state and federal programs; and
- Research, draft, and revise written products for program leads and external audiences including memos, white papers, policy reports, social media materials, blog posts, and newsletters.

Events & Communications:

- Help prepare communications and outreach for all federal and state events,;
- Support development and distribution of materials for these events;
- Coordinate event logistics and post-event follow up in partnership with RFA communications and events staff.

#### Administration

- Provide calendar management support to RFA's Vice President of Federal Policy, and Vice President of State and Federal Policy Implementation, as needed;
- Schedule small group meetings and larger scale events for both programs;
- Manage expense tracking related to both programs; and
- Prepare and submit expense reports and reimbursement claims for the Vice President of Federal Policy and the Vice President of State and Federal Policy Implementation.

#### **Qualifications/Skills**

The ideal candidate will possess the following skills:

- Dedication to Results for America's mission;
- 1 to 2 years of work experience, with strong preference for candidates with experience in a government office and/or campaign setting;
- Demonstrated interest in and aptitude for policy research, research support and/or data analysis;
- Excellent planning and organizational skills with a proven ability to meet multiple short- and long-term deadlines;
- Strong written and oral communication skills;
- Ability to use a range of office software, including Word, Excel, Powerpoint and various social media platforms;
- A team builder with a demonstrated ability to foster collaboration across the work of the multiple team members;
- Positive and creative problem-solver who enjoys working in a fast-paced and dynamic environment; and
- Self-starter who is able to work well, overcome challenges, prioritize effectively, and independently complete tasks .

Salary range and benefits package: highly competitive.

This is a full-time, exempt position at 40 hours per week. There may be instances where the Program Assistant is asked to work additional hours or travel, as needed.

#### **How to Apply**

If interested, please forward a cover letter and resume to Human Resources at [recruiting@results4america.org](mailto:recruiting@results4america.org), subject: "Policy Assistant – Your Name".

*Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization. AmeriCorps and other national service alumni are encouraged to apply.*