



### **Senior Coordinator, Policy and Research**

[The Public School Forum of North Carolina's](#) Policy Team seeks a **Senior Coordinator** to provide operational and project-specific support to ensure efficient and high-quality implementation of Policy Team events, communications, programs, policy analysis, research, and advocacy efforts. This position will report to the Senior Director of Policy and Research and will work closely with other members of the Policy team.

This full-time position would be ideal for an early career professional looking to make an immediate impact while gaining knowledge and experience in the North Carolina education policy arena. The ideal candidate will be a detail-oriented, flexible, driven team player with strong organizational and interpersonal skills, interest in improving internal team processes/practices, and a deep commitment to ensuring that all children have equitable access to a high-quality education.

The position is located in the Triangle area (Raleigh/Durham/Chapel Hill) with the ability to work both remotely and in-person in the Forum's office in Cary (required 1 one day per week in office). Occasional travel within North Carolina will be required. The preferred start date for this position is late June or early July, 2025.

#### **Primary Job Responsibilities**

- Provide administrative and logistical support to the Senior Director and other team members.
- Support efforts to strengthen and optimize internal organizational and project management systems, streamline processes, and track/measure progress towards team goals.
- Update and maintain contact information and coordinate email communications for networks and stakeholder groups.
- Support/oversee event planning for both local and statewide, virtual and in-person convenings related to education policy including the annual Eggs and Issues Breakfast, the NC Education Policy Fellowship, and meetings of Policy Team networks and partners.
- Assist with designing, drafting, coordinating, and disseminating team publications, presentations, newsletters, social media assets, and other resources related to education policy and research for a variety of audiences.
- Work with the Forum's communications team to ensure that policy content is digestible and compelling, helping to expand our reach and engagement.
- Track legislation and support the team in analyzing and maintaining an understanding of education policy issues and developments at the federal, state, and local levels.
- Gather, compile, and analyze education data.

**Required Qualifications:**

- 1-3 years of relevant work and/or internship experience.
- Commitment to ensuring educational equity, access, and opportunity for every child in North Carolina.
- Excellent project management and organizational skills; self-starter; exceptional attention to detail.
- Strong communication and relationship-building skills; ability to work well with diverse groups.
- Effective writing skills; ability to write well and produce written products that are accessible and beneficial to a variety of audiences.
- Customer service orientated – likes to help make others' work easier.
- Thrives in a team-driven, collaborative work environment.
- Demonstrated ability to work on several simultaneous tasks and projects.
- Experience coordinating or managing virtual and in-person events.
- Computer, web, and social media proficiency. Experience with event management platforms, Zoom, Wordpress, Constant Contact, Slack, Google Suite and other related programs/platforms.
- Experience with data entry, analysis and/or visualization using Excel, R, Tableau or other software.
- Comfortable working remotely.
- Bachelor's Degree required.

**Preferred Qualifications:**

- Knowledge of the education research and/or policy field.
- Bachelor's Degree in education, public policy, education policy, social sciences or a related field.

**Compensation and Benefits**

This is a full-time (12-month/yr) position. The salary range for this position is \$52,000 - \$58,000 dependent upon experience. We are hoping to have a start date for this position by late June or early July 2025. The Public School Forum offers the following benefits: competitive compensation commensurate with experience, a generous 401K retirement plan, vacation/sick leave, and parental leave policy, 10 paid holidays in addition to the week between Christmas and New Year's, and a shortened (32 hours/Fridays off) summer workweek from Memorial Day to Labor Day, term life insurance, and employer sponsored group health insurance with access to dental, vision, short and long term disability plans, and employee assistance program. The Public School Forum of NC is a nearly 40+ year old nonprofit organization and not a state employer. The Forum fosters a welcoming, diverse and inclusive culture.

**How to Apply:**

Interested candidates should send a resume and cover letter to [jobs@ncforum.org](mailto:jobs@ncforum.org) with the subject line “Sr. Coordinator, Policy and Research” by Monday, June 2nd, 2025. A background check is required for employment.

**About the Policy Team**

The Forum’s Policy Team works to inform and engage stakeholders about education policy, conduct research and policy analysis, and advocate for equitable public schools across North Carolina.

**About the Public School Forum of NC**

For more than 35 years, the [Public School Forum of North Carolina](https://www.ncforum.org) has worked with partners across the state to advance equitable educational opportunity and support public education through research, policy analysis, and innovative programs. In addition to its education research and policy work, the Forum is home to the NC Center for Afterschool Programs (NC CAP), the North Carolina Center for Resilience and Learning, and the Dudley Flood Center for Educational Equity and Opportunity (Flood Center).

**Equal Opportunity Employer:**

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.