Position Description

Advance CTE is seeking a Graduate Fellow for Federal Policy for fall 2017 to help advance the organization's federal policy priorities and initiatives. This is a paid, part-time (20 hours per week) position and the ideal candidate will have some policy experience and be a team player committed to getting results in a fast-paced, high-performance environment. This position requires a collaborative spirit, attention to detail, openness to feedback and willingness to pitch in for others duties as assigned and when needed.

This position provides a unique opportunity to support the organization's work to help ensure all students have access to high-quality Career Technical Education (CTE) and preparation for the careers of their choice. At the conclusion of the fellowship, a successful Graduate Fellow will be able to showcase a portfolio that includes a re-designed webpage and new advocacy resources (e.g., federal policy fact sheets, research briefs and infographics).

About Advance CTE

Advance CTE supports an innovative Career Technical Education (CTE) system that prepares individuals to succeed in education and their careers and poises the United States to flourish in a global, dynamic economy through leadership, advocacy and partnerships. Established in 1920, Advance CTE is the longest-standing CTE-focused national non-profit, representing State Directors and state leaders responsible for secondary, postsecondary, and adult CTE across all 50 states and U.S. territories. For more information, see www.careertech.org

Primary Responsibilities

The Graduate Fellow for Federal Policy, who will work under the direction of the Senior Associate, Federal Policy, will:

- Directly support Advance CTE's federal policy and implementation strategy
  - Develop materials and resources that support the effective advocacy of Advance CTE's federal legislative priorities and vision, including position statements, fact sheets, briefs, etc.
  - Develop an ongoing understanding of the CTE environment and the role of Advance CTE in serving the CTE community.

- Engage and support Advance CTE's membership
  - Collaborate with Advance CTE staff for high-impact communications including social media posts, articles, blogs, etc.
  - Support Advance CTE members in their awareness, understanding and implementation of federal policy and laws, including the redesign of the federal policy section of the website, updating resources, and creation of relevant supports, analyses and research.

Qualifications & Skills

- Bachelor's degree or equivalent with focus on public policy, public administration or other related field
- Interest in and/or relevant experience in education and/or workforce policy
- Ability to develop and maintain positive relationships
- Ability to think critically, use good judgment, problem solve and present complex ideas clearly (i.e., for a layperson's understanding)
- Ability to work independently, meet deadlines and manage multiple projects/tasks
- Excellent English language oral and written communication skills

- Experience writing for a policy audience, including the ability to create infographics and clear visuals that represent data, trends and information
- Ability to handle confidential and sensitive information with discretion
- Knowledge of standard office equipment, as well as proficient with Microsoft Word, Excel, PowerPoint
- Hold a valid driver's license, have access to a reliable car with current insurance or access to a reliable/flexible transportation source

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift, carry, push, pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Application Requirements
Please send a cover letter, resume, writing sample and list of three references to Kathryn Zekus, at kzekus@careertech.org by Friday, August 11, 2017.