

Job Description
PHI DELTA KAPPA INTERNATIONAL

Position:	Policy and Research Analyst
Nature of Position:	Salaried
Supervisory Duties:	No
Reports To:	Associate Executive Director
Compensation Range:	\$50,000 - \$60,000

Purpose of Position: To provide leadership and support of the goals and activities of PDK, particularly those activities related to the cultivation of the next generation of educators.

Minimum Knowledge, Skills, and Abilities:

- Demonstrated written and verbal communication skills
- Demonstrated technical skills; knowledge of, or ability to learn a variety of office support software and data management software
- Ability to simultaneously manage and/or contribute to multiple projects within the organization
- Ability to work in a team environment as well as work independently
- Demonstrated customer service skills
- Ability to quickly learn, change and grow in a fluid work environment
- Demonstrated ability to problem solve with effective and creative solutions
- Ability to work closely with state- and chapter-level future educator personnel including PDK members
- Ability to work closely with national association representatives interested in future educator work

Qualifications:

- Bachelor's degree from a regionally accredited institution; advanced degree preferred
- Prior teaching experience strongly preferred
- Prior experience in nonprofit environment preferred
- Willingness to travel

Performance Responsibilities:

- Initiate and oversee studies related to grow-your-own initiatives and recruitment of prospective educators
- Initiate and oversee evaluation studies of the effects of the PDK future educators initiative in closing the supply-demand gap
- Determine and promote best PDK future educator recruitment strategies for a variety of cultures and demographics
- Conduct Cost/benefit analysis of PDK future educator program
- Determine and disseminate promising teaching practices for areas of demand and geographic locations

- Develop program efficacy standards
- Gather and disseminate educator supply/demand data
- Coordinate national joint statements and white papers for federal and state policymakers
- Assist regional and state agencies to develop policies and practices in teacher recruitment
- Through the policy work, initiate strategic tactics for elevating the status of the teaching profession
- Contribute to multiple projects within the organization as assigned