Program Officer and Senior Program Officer, Positions in Education Research
Job Location: Remote

Overview

The National Academy of Education (NAEd) is seeking applications for the positions of Senior Program Officer and Program Officer in its research division. The NAEd education research team supports the research of the NAEd through project conceptualization; grant writing; conducting research syntheses; writing, reviewing, and editing research reports; and supporting large steering committees and consensus study committees through all phases of the project (e.g., day-to-day planning, communications, workshop planning).

Candidates hired for the position may work remotely within the United States (U.S.). These are full-time positions and candidates must work core hours consistent with the Eastern Time zone.

About NAEd

The NAEd advances high-quality research to improve education policy and practice. Founded in 1965, the NAEd consists of U.S. members and international associates who are elected on the basis of scholarship related to education. The Academy undertakes research studies to address pressing educational issues and administers professional development fellowship programs to enhance the preparation of the next generation of education scholars.

Diversity, equity, and inclusion are critical components to effectuating the NAEd mission. Our commitment to diversity, equity, and inclusion resonates in our research projects, fellowship programs, and workplace.

Responsibilities

The responsibilities for these positions include the following and vary by experience/position:

- Work with the Deputy Director and Executive Director in the operationalization of NAEd’s research programs and initiatives aimed at advancing high-quality education research for use in policy and practice. This includes the day-to-day planning, communication, and execution of ongoing projects.
- Develop (senior program officer) or assist in developing (program officer) conceptual frameworks that address research topics.
- Grant writing (including research) to secure funding for research projects.
- Manage (senior program officer) or assist in managing (program officer) the planning and implementation processes of research projects, including staffing steering committees, communicating with steering members to establish meetings, and supporting both virtual and in-person meetings.
- Conduct necessary background research and research syntheses and assist in the development of multi-format publications for NAEd research programs.
- Develop evaluation and progress reports for funders, including written summary information and budget materials.
- Participate in drafting, reviewing, and editing papers and research reports and associated dissemination materials. (A senior program officer would take a more active role in drafting.)
- Manage logistics, communication, assembly of background information, and necessary follow-up efforts for research committee meetings, workshops, and outreach/dissemination activities.
- Develop and implement effective communications strategies with committee members, stakeholders, and other audiences.

**Qualifications**

- Master’s degree in education-related field or with education focus (with additional experience and education for the senior program officer position)
- Experience with project management
- Strong research and writing skills
- Strong organization, interpersonal, and communication skills
- Demonstrated willingness and ability to manage multiple projects and to work both independently and as a member of a team with education scholars and staff at all levels and from diverse backgrounds
- Ability to work with others effectively in a remote work environment
- Willingness and ability to travel at least five times per year.
- Proficiencies with Microsoft Office Suite, specifically Word, Excel, PowerPoint, and Zoom, as well as experienced in conducting literature searches using research databases.

Applicants must be authorized to work in the U.S. on a full-time basis. Employment-based visa sponsorship (including H-1B sponsorship) is not available for this position.

**Salary and Benefits**
The salary compensation for these positions is competitive and commensurate with experience with the range of $70,000-95,000 depending on position and experience.

**Benefits:**
- Employees accrue 22 days of annual vacation per year and 12 sick leave days per year.
- NAEd provides 10 paid holidays per year and, in addition, the days between Christmas and New Year’s Day.
- Medical and dental insurance.
- Group life, short term disability, and long term disability insurance.
- Retirement benefits in a 403(b) plan.
To Apply

Please submit a resume, cover letter, response to the questions listed below, and a writing sample to info@naeducation.org. Your writing sample should demonstrate your analytical skills and can include work products or work in progress, and need not be a sample of published material. However, it should be singularly authored by you without significant involvement or editing by others.

Please respond to these questions:

1. Please describe an equity-oriented educational research topic that you have worked on or that is of interest to you. (350 words or less)

2. Based on your experience, please state how you have been part of using education research to advance policy and/or practice, or please share an education issue that you would like to address by using research to advance policy and/or practice. (350 words or less)

Applications will not be reviewed that do not include responses to these questions.

The posting will remain open until the positions are filled.