



The Rodel Foundation of Delaware is a fast-paced, non-profit organization focused on improving public education in our state with a small, dedicated team of talented and passionate people. Our office is in Wilmington, but we work state-wide with an intent for Delaware to be a model for the nation. Our vision is for Delaware to be a global leader in educating each of its students to contribute and thrive.

For more information, visit www.RodelFoundationDe.org.

JOB DESCRIPTION

Job Title:

Policy Fellow

Reports to:

Program Officer

Summary:

As a Policy Fellow, you will work with the policy and communications teams to accomplish our mission by supporting state and local leadership and many partner organizations. You will have the opportunity to be involved in vast projects covering topics including teacher and leader quality, education innovation, personalized learning, social emotional learning, college and career readiness, and early childhood education.

This is a part-time, paid position, approximately 20-30 hours per week.

Essential Duties and Responsibilities:

- Providing policy, research, evaluation, program, and event management support for Rodel Foundation programs, partners' initiatives, and statewide entities
- Conducting research on education in Delaware, the US, and internationally for communications, policy, and strategy development purposes
- Providing research and development support for partnership and co-investment work
- Communicating research in memos, policy briefs, and blogs
- Preparing and formatting documents

The ideal candidate will excel in:

- Data analysis and critical thinking
- Written and verbal communication skills
- The ability to work independently and with others.
- Managing multiple priorities and deadlines

Education/Experience and Computer Skills:

- To perform this job effectively, a Bachelor's Degree in Education, Political Science/Public Policy, or equivalent is preferred.
- College students working toward completion of a degree will be considered.
- A strong willingness to learn about state and national education systems, policies, and practices are required.
- Successful candidates must be proficient in the full suite of Microsoft Office, especially Excel and PowerPoint.

The Foundation offers competitive salary and is an equal opportunity employer.

For further information on the Foundation, please visit us at www.RodelFoundationDE.org

To Apply:

Submit a cover letter and resume to Neil Kirschling

- Email: nkirschling@rodelfoundationde.org
- Fax: 302-571-1538