MOST Policy Initiative Executive Policy Fellowship Program

Position Description

MOST Executive Policy Fellows are positioned to improve systems that have tangible impacts on the lives of Missourians. Executive Fellows work collaboratively with Missouri state agencies to refine how data are managed, analyzed, and visualized to enhance program design and implementation. Fellows will get direct experience in public service and will learn how to use large data sets to make meaningful decisions. Fellows will develop policy and communication skills through regular professional development opportunities and collaboration with our Legislative Fellowship program.

To date, MOST has hosted one full-time Fellow placed with the Missouri Department of Labor and Industrial Relations (DOLIR) in the Division of Employment Security. Projects completed include:

- Collaborating with U.S. Department of Labor to update the Reemployment Services and Eligibility Assessment Manual (RESEA).
- Creating and maintaining Tableau dashboards for (1) internal DOLIR data management and workflows and (2) MOST data visualization and impact tracking.
- Participating in Division of Employment Security strategic planning.

Placement of fellows will be determined after preliminary interviews through a matching process with MOST and the state agencies. Currently, we are seeking one Executive Fellow for each of the following policy areas: (1) Workforce Development & Labor and (2) Health & Human Services.

Required Qualifications

- Experience with data management, analysis, and visualization.
- Self-motivated and enthusiastic learner; ability to quickly adapt to new environments, protocols, management styles, and computer programs.
- Excellent analytical and organizational skills; ability to set and achieve goals and to manage multiple projects simultaneously.
- Excellent written and oral communication skills; ability to communicate complex and technical topics with experts and non-experts alike.
- Demonstrated ability to work effectively with a team and to collaborate with diverse groups of individuals within state agencies, MOST Policy Initiative, and other partner organizations.
- A strong sense of service to improve systems and operations that will have impacts on the lives of Missourians.

Desired Qualifications

- Possess a degree (bachelor's or master's) in data science, computer science, systems engineering, or a related field (e.g., operations management), OR a degree in another discipline that required extensive data management and analysis and/or provided other relevant experience (e.g., sciences, math, engineering, public health, social work, or other social sciences). Two to three years of professional experience is preferred for those with bachelor's level degrees.

Fellows from within Missouri and outside Missouri are encouraged to apply for the MOST Executive Policy Fellowship program. While some remote and/or hybrid work may be available with the state agencies, preference is given to those who live in or are willing to relocate to central Missouri (Jefferson City, Columbia, etc.).

We are looking for motivated individuals with a variety of lived experiences to help us shape and grow this collaborative program. If that's you, we encourage you to apply even if you don't feel you meet the minimum qualifications. All candidates will be considered on a case-by-case basis.

Term Length

Fellows will commit to a one-year fellowship term and will be encouraged to renew their fellowship for an additional one-year term, dependent on performance and available funding.

Compensation

Fellows will receive a stipend of $50,000/year, health and retirement benefits, and funding to support professional development. All in-state travel associated with the fellowship program will be covered by MOST Policy Initiative.

Application

Learn more and apply at https://mostpolicyinitiative.org/about/fellows/apply/

For more information, contact Zack Miller, Program Coordinator – zachary@mostpolicyinitiative.org.