



Policy Associate

Organization

Education Strategy Group (ESG) is a national consulting firm that works to support districts, states, national organizations, and foundations committed to dramatically improving the capacity and performance of the U.S. education system. Through our work, we aim to open doors to economic opportunity for all individuals. We bring deep experience leading policy development, advocacy, and implementation work in the K-12, postsecondary, and workforce sectors. We are a virtual firm that offers a flexible work environment to stay engaged with education leaders nationally and to enable our staff to work where they have built their lives.

Position

The Associate will play an integral role in the execution of projects in two portfolio areas: Postsecondary Transitions and Career Readiness. The Postsecondary Transitions team focuses on policies and practices to increase students' preparation for and successful transition to postsecondary education, without the need for remediation. The Career Readiness team focuses on policies and practices to scale career pathways that align with labor market needs, span K-12 and postsecondary, and allow students to gain experiences and credentials that have value in the workplace. This position requires a proven track record of strong research and writing skills and the ability to collaborate with a wide range of stakeholders, including leaders from school districts, state education agencies, industry associations, advocacy groups, national education organizations, and foundations.

Duties and Responsibilities

The Associate's primary duties and responsibilities will be to support clients and the ESG team in the following manner:

- Research and report on an array of education policy issues across the K-12 and postsecondary sectors, with an emphasis on improving postsecondary transitions and career readiness.
- Perform quantitative and qualitative analysis, including gathering information through interviews, focus groups, and desk research, to develop recommendations and offer technical assistance.
- Author and assist in publishing blogs, briefs, reports, and other documents for the general public, policymakers, media, and other stakeholders.
- Support delivery of high-quality, timely technical assistance to our clients, which range from school districts and states to national education organizations and foundations.
- Provide project management, meeting, and logistical support within and across projects.
- Develop relationships with other organizations and experts working on similar issues.
- Attend external events and meetings on behalf of ESG.
- Serve as a thought partner and engage in team problem solving across portfolio areas.
- Perform other duties as assigned.

Qualifications

The ideal candidate will have the following:

- One to three years' professional experience in a role requiring project coordination and analytic problem solving. Experience working in or with school districts, state K-12 or higher education agencies, or education-focused nonprofit organizations is preferred.
- Knowledge of educational efforts to increase students' college and career readiness and successful transitions into postsecondary education and training.
- A master's degree in public policy, education policy, or related fields, or an equivalent level of knowledge and experience.

- Strong qualitative research, data analysis, and project management skills.
- Demonstrable writing, editing, and public speaking abilities that span a variety of different styles and audiences: blog posts, in-depth policy research, opinion commentary, policy presentations, facilitation, and more.
- Excellent organizational skills and a keen attention to detail—candidates should have the ability to prioritize work and manage time on multiple projects and tasks to meet deadlines.
- Demonstrated ability to work both independently and collaboratively—candidates should be self-motivated, but also enthusiastic team players open to feedback and collaboration.
- Well-rounded interpersonal skill set, with the presence and capacity to build relationships, work effectively in teams, and facilitate joint problem-solving with clients and within ESG.
- Curiosity, eagerness, and ability to develop new knowledge and skills.
- Maturity, flexibility and comfort working in a small, virtual organization.
- Ability to travel to support projects as needed.

Location

Education Strategy Group's home base is in Washington, DC, and we have staff located in cities across the country. Our flexible work environment enables our professionals to live and work in locations where they can be most productive—both professionally and personally.

How to Apply

Please submit your current resume, cover letter discussing your experience pertinent to the position, and a writing sample of no more than 2000 words to rreyna@edstrategy.org. Applications will be reviewed on a rolling basis. For more information about Education Strategy Group, visit www.edstrategy.org.

ESG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.