



Education  
Strategy  
Group

## Senior Administrative Assistant

At Education Strategy Group (ESG), we aim to open doors to economic opportunity for all individuals. We support districts, states, national organizations, and foundations committed to dramatically improving the capacity and performance of the U.S. education system to prepare students for workforce success. Our staff bring deep experience leading policy development, advocacy, and implementation in the K-12, postsecondary, and workforce sectors. We offer a flexible work environment and a competitive salary and benefits package, including medical, retirement, and generous holidays and vacation.

### Position

The Senior Administrative Assistant will play an integral role in supporting the long-term success of ESG. S/he will be responsible for administrative assistance for the firm's senior leadership, as well as managing meeting planning across ESG's portfolios. Successful applicants will have experience initiating and managing projects independently and comfort communicating with a variety of audiences, including leaders from school districts, state education agencies, industry associations, advocacy groups, national education organizations, and foundations.

### Duties and Responsibilities

The Senior Administrative Assistant's primary duties and responsibilities will be to: (1) provide administrative and logistical assistance for up to 3 of the firm's senior leadership, including calendar management, travel arrangements, and preparation of expense reports; (2) assist leadership in the execution of virtual and in-person team planning meetings within and across portfolios; and, (3) manage the preparation and execution of external meetings attended by education executives, including site identification and contracting, registration, and processing reimbursements.

### Qualifications

The ideal candidate will have the following:

- Bachelor's degree plus a minimum of five years' professional experience in an administrative or project support role.
- Superior organizational skills, excellent written and verbal communication skills, ability to juggle multiple priorities with autonomy, and a proactive approach to work responsibilities.
- Demonstrated proficiency with all Microsoft Office Suite programs, Google Mail and Calendar, Dropbox, Adobe Acrobat, and QuickBooks.
- Demonstrated event-planning experience and knowledge of logistics and coordination work.
- Maturity, flexibility, and comfort working in a virtual organization.
- Ability to travel to support projects as needed.

### Location

Education Strategy Group is a virtual firm with a home base in the Washington, DC area. The Senior Administrative Assistant will support staff located in cities across the country. This position is primarily remote, with the candidate expected to come into the office periodically to support staff planning. The ESG office is located in Chevy Chase, MD.

### How to Apply

Please submit your current resume and a cover letter discussing your experience pertinent to the position to [csinger@edstrategy.org](mailto:csinger@edstrategy.org). **Applications are due June 18**. For more information about Education Strategy Group, visit [www.edstrategy.org](http://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.*