



Education  
Strategy  
Group

## Senior Associate – Communications

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 to stay engaged with education leaders nationally and to enable our staff to work where they have built their lives.

### Position

ESG is seeking to hire a Senior Associate that will play an integral role in bringing external visibility to the firm and our work. S/he will execute upon ESG's communications strategy and support the production and dissemination of communications materials across portfolios. Successful applicants will have strong written and oral communications skills and comfort developing communications for a wide range of audiences, including leaders from school districts, state education agencies, industry associations, advocacy groups, national education organizations, and foundations.

### Duties and Responsibilities

The Senior Associate's primary duties and responsibilities will be to: (1) lead the design of a communications strategy to bring visibility to the firm among policymakers, media, and key stakeholders; (2) lead execution of communication activities across the firm's projects, including the design and publication of newsletters, blogs, briefs, infographics, presentations, and reports on issues pertaining to improving postsecondary transitions, career readiness, and postsecondary credential attainment; (3) engage with communications staff and consultants from ESG partner organizations; and, (4) manage ESG's social media accounts and website.

### Qualifications

The ideal candidate will have the following:

- Bachelor's degree plus minimum of six years' professional experience in a communications role or master's plus a minimum of four years' experience. Experience in the education field is strongly preferred.
- Demonstrated experience building an organization's visibility within its field.
- Relationships with communications professionals in key national K-12, higher education, and/or workforce organizations and media outlets.
- Comfort creating and publishing communications materials through a variety of channels and in a variety of mediums. Experience with communications design tools is strongly preferred.
- Demonstrated ability to prioritize work and manage time across projects to meet deadlines.
- Well-rounded interpersonal skill set, with the presence and capacity to build relationships and work effectively in teams and individually.
- Maturity, flexibility, and comfort working in a virtual organization.

### Location

Education Strategy Group is a virtual firm with a home base in Washington, DC. 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.

*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.*

## **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 500 words to [rreyna@edstrategy.org](mailto:rreyna@edstrategy.org). For more information about Education Strategy Group, visit [www.edstrategy.org](http://www.edstrategy.org).