



Senior Associate – Career Readiness

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. We are recognized as a national leader on policies and strategies for aligning education and workforce. Through our work, we aim to open doors to economic opportunity for all individuals, while helping states and communities create more sustainable, successful K-12 and postsecondary education systems. 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 Senior Associate will play an integral role in designing and executing projects within our career readiness portfolio. Those focus on strengthening and expanding high-quality, demand-driven career pathways that include early postsecondary experiences, industry-aligned internships, and culminate in high-value credentials. This position requires a proven track record of success in developing and leading ambitious career readiness work as well as designing and providing related technical assistance to K-12 systems, higher education institutions, and community organizations. The Senior Associate will have strong analytic and facilitation skills and the ability to collaborate with a wide range of stakeholders, including leaders from school districts, higher education institutions, state education agencies, industry associations, advocacy groups, national education organizations, and foundations.

Duties and Responsibilities

The Senior Associate's primary duties and responsibilities will include:

- Design and deploy high-quality, career readiness technical assistance to our clients
- Develop tools and strategies to assess client needs and replicate national best practices
- Organize and facilitate in-state and cross-state convenings of policymakers and practitioners to advance their career preparation systems and enable them to strategize together
- Lead the execution of career readiness projects, which includes creating and managing budgets, developing and overseeing work plans, and coordinating staff and consultants to ensure delivery of innovative and effective solutions to our clients' career readiness challenges
- Design and lead quantitative and qualitative analysis of client work, including gathering information through data analysis, interviews, surveys, focus groups, and desk research
- Author and assist in publishing blogs, briefs, reports, and other documents for the general public, policymakers, media, and other stakeholders.
- Develop and grow relationships with partners, clients, and national experts to identify opportunities for new projects
- Represent ESG at external events and meetings.
- 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:

- A minimum of seven years' professional experience in a state education agency, intermediary organization, postsecondary institution, school district, or national nonprofit organization developing and leading work to build or expand career preparation opportunities for students

- Knowledge of educational efforts to increase students' career readiness. In particular, knowledge and experience with building demand-driven pathways, supporting work-based learning and industry credentialing opportunities, and aligning pathways between K-12 and higher education
- Understanding of the legislative and policy-making processes that lead to strong local implementation of career preparation practices.
- 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.
- Strong facilitation skills and experience leading workgroups consisting of policymakers and/or practitioners in K-12 or postsecondary education.
- 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, currently projected to be around 25%

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 500 words to kmathers@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.