



Education  
Strategy  
Group

## Associate – Policy

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

The Associate will play an integral role in the execution of projects across the firm. S/he will support work to improve students' postsecondary preparation and success, and to better align education with the workforce. Successful applicants will have strong research, writing, and analysis 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 through (1) conducting quantitative and qualitative research and analysis on issues pertaining to improving postsecondary transitions, career readiness, and postsecondary credential attainment; (2) supporting the delivery of high-quality technical assistance; (3) providing project management and logistical support; and, (4) developing and publishing tools and reports for clients and the general public.

### Qualifications

The ideal candidate will have the following:

- Bachelor's plus minimum three years' professional experience in a role requiring project coordination and analytic problem solving or master's plus one year experience. Experience working in or with school districts, state K-12 or higher education agencies, or education-focused nonprofit organizations is preferred.
- Strong qualitative research, data analysis, writing, and project management skills.
- 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.
- Ability to travel to support projects as needed.

### 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.

### 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 [jobs@edstrategy.org](mailto:jobs@edstrategy.org). Please indicate your interest in the Associate – Policy position. 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.*