

EducationCounsel LLC, in affiliation with Nelson Mullins Riley & Scarborough LLP, based in Washington, D.C., is hiring for the position of Policy Assistant.

EducationCounsel is a mission-based education consulting firm that combines significant experience in policy, strategy, law and advocacy to drive improvements in the U.S. education system. We develop and advance evidence-based ideas at the local, state, and national levels to strengthen educational systems and promote expanded opportunities and improved outcomes for all students in order to close achievement gaps and significantly improve education outcomes for all children from early childhood through postsecondary education. Please visit www.educationcounsel.com for more information.

This position offers significant opportunity for exposure to education policy and will help candidates develop and improve policy and data analysis skills and an increased understanding of policymaking at the state, district and federal level. EducationCounsel is seeking candidates who can work with the policy advisors and attorneys on our team across a wide range of projects in early childhood, K-12, and higher education, and provide support in numerous ways.

Responsibilities and opportunities could include, but not be limited to:

- Policy and legal research and analysis;
- Drafting, proofreading, and editing documents;
- Designing graphics for presentations and documents;
- Assisting with meeting planning and execution including preparing agendas, capturing notes, and managing meeting materials;
- Drafting summary analyses of hearings and other events;
- Managing external communications, including social media; and
- Working on special projects as assigned.

A qualified candidate will hold at least a bachelor's degree and have demonstrated interest in education policy, ideally with some experience in policy analysis, exposure to local, state, or federal policymaking and/or experience as an educator. An ideal candidate would have some experience in design, creating, and using infographics and/or web platforms and have some knowledge of relevant software, such as WordPress, Adobe Acrobat Pro, Adobe Photoshop, Adobe Illustrator, etc. Such candidate would also be analytical and detail oriented with strong research, writing, communication, and organizational skills, as well as comfortable working independently in a fast-paced environment and able to work both with teams and independently to support a variety of projects and colleagues across a team.

A competitive salary and benefits package is available.

To apply for this position please click [here](#). Applications will be reviewed on a rolling basis; submission no later than **May 31, 2017**, is strongly encouraged.

It is EducationCounsel and Nelson Mullins policy to provide equal opportunity in employment to all Employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, sexual orientation, gender identity, genetic information, veteran status or disability.