

POSITION DESCRIPTION

POSITION: Policy Assistant at EducationCounsel

ABOUT THE ORGANIZATION: EducationCounsel LLC is a mission-driven education consulting firm that works with leading nonprofit organizations, foundations, and policymakers to help significantly improve education opportunity and outcomes. We do this by leveraging policy, strategy, law, and advocacy to help transform education systems, from early learning to K12 to higher education. We work with partners at the state, federal, and local levels to advance evidence-based innovations and systems change, with a central focus on equity. EducationCounsel is affiliated with Nelson Mullins Riley & Scarborough LLP.

ABOUT THE POSITION: This position offers significant opportunity for exposure to education policy, policymakers and other leaders. It 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, K12, 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 policy and strategy documents
- Designing graphics for presentations and documents
- Assisting with meeting planning and execution including preparing agendas, taking meeting notes, and managing meeting materials
- Providing summary analyses of hearings and other events
- Managing external communications, including social media
- Working on special projects as assigned

CANDIDATE REQUIREMENTS: The ideal candidate will possess the following qualifications:

- Bachelor's degree from an accredited institution required
- Advanced degree in a related field preferred but not required
- Experience in policy analysis, exposure to local, state, or federal policymaking and/or experience as an educator preferred
- Have demonstrated interest in education policy and racial equity
- Analytical and detail oriented with strong research, writing, communication,

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and organizational skills

- Comfortable working 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
- Experience in design, creating, and using infographics and/or web platforms preferred

COMPENSATION: Salary and benefits will be competitive and commensurate with experience.

LOCATION: Washington, D.C.

**QUALIFIED
INDIVIDUALS, PLEASE
APPLY:**

Submit application at www.educationcounsel.com/join-us

It is the policy of EducationCounsel and Nelson Mullins Riley & Scarborough 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.
