

POSITION DESCRIPTION

POSITION: Administrative 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 K-12 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: EducationCounsel is seeking candidates who are resourceful, pro-active, intelligent, hard-working professionals who possess strong analytical, organizational, and critical-thinking skills.

The responsibilities for this role include, but are not limited to: acting as a first point of contact with clients; managing internal and external calendars and schedules; editing and proof-reading documents; providing research support on various topics, organizations and key players in the field; preparing presentation materials and documents using PowerPoint, Word, Excel, and other applications; planning and coordinating events, such as conference calls, client meetings, special events, and team retreats; overseeing the development of marketing materials as requested; providing back-up phone support; providing travel coordination; preparing expense reports and records; creating binders and copies of documents; maintaining contact lists; maintaining and processing correspondence, contracts and files; managing client billing as needed; and completing special projects as assigned.

Ideal candidates should conduct themselves in a professional and polite manner, be quick-thinking and resourceful, can manage multiple tasks simultaneously, remain

calm under pressure, and be able to thrive in a fast-paced environment. Applicants should also have an interest in education policy and the desire to join and contribute to a growing team and business.

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

- Bachelor's degree from an accredited institution preferred
- Minimum of 2-3 years of administrative experience required

- Proficiency in Microsoft Office Suite programs and webinar technology required
- Demonstrated strong writing and editing skills
- Interest in education policy

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/our-team/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.
