



**Title:** Communications Associate  
**Organization:** Education Resource Strategies  
**Location:** Watertown, Massachusetts

### **Overview**

Education Resource Strategies, Inc. (ERS) is a non-profit organization dedicated to helping urban school systems organize talent, time and money to create great schools at scale. Our mission is to be a catalyst for positive change by helping educational leaders rethink how they use system- and school-level resources—people, time, and money—to support strategies for improved instruction and performance.

ERS is the only organization with more than 10 years of experience working with the largest urban school systems in the country in the area of strategic resource allocation. We have worked with more than 20 school systems nationwide, including 13 of the 100 largest urban U.S. school systems and worked hand-in-hand with our educational partners to introduce solutions that are both innovative and effective. Our work is focused in two key areas: strategic and analytic support & advocacy and reform.

We have a unique work environment; we are committed to high quality in our work and committed to achieving that quality through a flexible environment that values work/life balance. Please see our website to learn more: [www.erstrategies.org](http://www.erstrategies.org)

### **Responsibilities**

ERS communication and dissemination work is rapidly growing. There is demand from a wider range of audiences for our knowledge and increasing opportunities to contribute to national and local conversations on education reform. The Communications Associate will report to the Communications Manager and will help us meet this demand by supporting a wide range of ongoing communications activities including but not limited to website maintenance, writing and editing, and social media.

- Write, edit, and/or proofread content for print materials and online; update and maintain content on ERS website.
- Help maintain ERS' social media presence and contribute to efforts to expand onto other social media platforms.
- Work with Communications Manager to update the website design and track metrics.
- Maintain the ERS PowerPoint template and slide database.
- Support the Communications Manager's in executing on Communications Plan, build relationships with stakeholders and vendors, collaborate with ERS team members to develop a range of print, online, and multimedia materials.
- Prepare materials and participate in meetings, interviews, and conference sessions. Summarize and disseminate lessons learned.
- Keep ERS team up-to-date on press coverage related to our district work.



This position is a unique opportunity to be part of a growing, collaborative organization that is driving transformational change in public education. ERS has a strong professional learning community. As such, we place teamwork, initiative, and a desire to learn and grow at a premium.

### **Qualifications**

- Bachelor's degree and some previous work experience required.
- Experience with existing and emerging online media and communications; including website maintenance and social networking.
- Strong knowledge of Microsoft Office Suite: Outlook, Excel, PowerPoint, and Word.
- Strong writing skills, including the ability to synthesize and improve existing written material and the ability to write for different audiences and delivery channels (print, websites, social media, etc.) to effectively communicate ERS' mission and impact to our target audience.
- Broad understanding of and willingness to stay abreast of new media technologies, applications, and processes.
- Ability to work independently and cooperatively as part of a growing, mission-driven team.
- Superior organizational skills, interpersonal skills, flexibility, and the ability to prioritize and handle multiple deadline-driven tasks effectively and efficiently.
- Proficiency in HTML desirable; Photoshop, InDesign, digital audio/video capture, and editing skills a plus.
- Demonstrated passion for and commitment to ERS' mission exemplified through professional background or community involvement.

### **To Apply:**

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position to Julie Derderian at [jderderian@erstrategies.org](mailto:jderderian@erstrategies.org).