
Administrative Assistant

Job Description

Education Resource Strategies (ERS) is seeking an Administrative Assistant. If you are excited about using your skills in a team-based, entrepreneurial environment, and you frequently take initiative to get the job done, we hope you will apply. This is a critical administrative role that holds a core set of responsibilities across the office, while supporting specific project and team needs on a flexible basis. The ideal candidate has a proven track record of success in an administrative capacity (scheduling, executive support, managing multiple priorities), strong PowerPoint and Outlook skills, and the ability to quickly take on additional responsibilities. He/she is an eager learner, enthusiastic collaborator, and is committed to our [mission](#) and shares our [core values](#).

Responsibilities

This is a permanent, full-time position in our Watertown, MA office. The main areas of responsibility include:

Administrative/Operations Team Support

- Partner with Executive Assistant to manage office operations including meeting support (catering, note-taking), event planning (annual company-wide retreat, internal celebrations, etc.), ordering office/kitchen supplies, facilities maintenance, etc.
- Provide travel, timekeeping, and expense report support to specific Partners and Managers. Serve as our main point-of-contact with our travel agency and act as liaison with the finance team, as needed.
- Support the HR/Recruiting team. Schedule interviews, post job opportunities, and manage records in Salesforce. Prepare materials and coordinate logistics for onboarding new hires.
- Answer main company phone line and direct calls as appropriate.
- Other duties as assigned.

Project Team Support

- Support Partners and provide administrative and logistical support to project teams. This includes scheduling meetings, calendar management, and preparing materials for client trips.
- Assist in internal knowledge management. Ensure intranet materials are up-to-date in SharePoint, help manage contacts in Salesforce, and serve as a liaison between project teams and knowledge management.
- Edit and prepare client-ready PowerPoint materials and assist in keeping our intranet slide library up to date.
- Other special projects as assigned.

In a growing company like ERS, there are opportunities in each of these areas to expand your role based on your skills, interests, and desire to take on more responsibility. He/she will work collaboratively with leaders across the organization and in close partnership with the Executive Assistant.

Qualifications:

- Bachelor's degree required, relevant experience strongly preferred.
- Expertise in the Microsoft Office Suite: especially PowerPoint, Outlook, and Word. Knowledge of Salesforce and SharePoint preferred but not required.
- Must have strong organizational skills, excellent written and verbal communication skills, be detail-oriented, flexible, and able to prioritize and handle multiple, deadline-driven tasks effectively and efficiently. Must also possess good interpersonal skills with a positive attitude and work well in a team environment.
- Highly self-motivated and willing to proactively take on additional responsibilities as needed.

About Education Resource Strategies (ERS)

Education Resource Strategies is a non-profit strategy consulting firm dedicated to helping large urban public school systems organize talent, time, and money to create great schools at scale. Our mission is to transform urban education by helping leaders at the federal, state, and local level strategically use resources to dramatically improve teaching and learning. We (1) analyze district spending, human resources, school organization and performance data (2) collaborate with leaders of large urban school districts to rethink the use of resources to improve student performance (3) leverage resource analysis to design new ways to allocate and organize resources at the district and school level.

ERS has partnered with more than 20 school districts, including 13 of the nation's 100 largest. In addition to deep district consulting engagements, ERS strives through our non-profit mission to be a catalyst for school system improvement through participation in education reform networks, broad dissemination of our findings, and the development of tools practitioners can use to create change in their districts. To learn more about the School Design practice area, please visit our website at www.erstrategies.org.

Benefits of Working at ERS

- **Opportunity for impact:** ERS works with some of the largest, most influential and innovative districts in the country to truly transform their practices. Your work will change the lives of thousands of students.
- **Entrepreneurial spirit:** As a small organization, we are continuously improving, and we encourage innovative ideas, honest feedback, and constant learning.
- **Collaborative work environment:** We do most of our work in teams. We bring our collective wisdom and expertise to everything we do, often tapping the expertise and leadership of colleagues across the organization.
- **Healthy work/life balance:** We support every member of the ERS team in integrating meaningful work and professional growth with a health personal life throughout his or her career.

Contact Us

Interested in joining the ERS team? Please submit your resume and thoughtful cover letter to Meg Duberek at mduberek@erstrategies.org.