
Analyst Job Description

Demand for Education Resource Strategies (ERS) consulting among large urban districts is growing rapidly. Therefore, we seek highly-qualified recent college graduates who are rigorous analytic thinkers, possess strong quantitative skills, work effectively as team members, and are eager to learn new content, processes, and tools. The ideal candidate has a track record of success and a passion for education reform.

Responsibilities

The ideal ERS Analyst has strong and proven analytical skills (including proficiency in or the desire to master tools such as Excel and SQL), enjoys interpreting data, thinks strategically, and has excellent organizational skills. While all client engagements are unique, most require intensive data collection, analysis, and close work with our district partners to develop high-impact solutions and identify implications and next steps.

The Analyst will work closely with the Manager, Principal Associate, and Associates on the consulting project team. The Analyst's role will include:

- Actively participating on ERS project teams
- Executing and communicating well-defined analyses
- Drawing implications and conclusions from analyses
- Supporting development of client presentations and briefs
- Participating in client meetings and interviews

ERS takes an inclusive and collaborative approach to project teams, which ensures that Analysts receive ample training and support as well as have the opportunity to participate in meetings with district leaders. All ERS team members are expected to participate in our knowledge management process by conducting research, writing articles for publication, delving deeply into a content area, and supporting the development of decision-making tools. ERS has a strong professional learning community. As such, we value teamwork, initiative, and a desire to learn and grow. Some travel is required, usually averaging less than one overnight trip per month.

Qualifications:

- Bachelor's degree required with an emphasis on quantitative coursework
- Graduating seniors and candidates with up to one year of professional experience are encouraged to apply
- Strong knowledge of Microsoft Office Suite: Outlook, PowerPoint, and Word required. Microsoft Access, Excel and SQL preferred
- Excellent oral and written communication skills, including the ability to synthesize complex material and effectively communicate ERS' mission and impact to our target audience
- Ability to work independently, cooperatively, and proactively 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
- A strong sense of responsibility for helping produce an excellent product for our partner districts
- Commitment to ERS Values: Impact, Teamwork, Candor, Learning, Work-Life Balance, and Service
- Demonstrated passion for and commitment to ERS' mission exemplified through work experience, leadership opportunities, or community involvement.

About Education Resource Strategies

Education Resource Strategies (ERS) is a non-profit strategy consulting firm dedicated to transforming how urban school systems organize resources- people, time, technology, and money- so that every school succeeds for every student.

ERS is the only organization with nearly 10 years of experience working with the largest urban school systems in the country on strategic resource allocation. We have worked hand-in-hand with more than 20 school systems nationwide, including 16 of the 100 largest urban districts, on topics such as teacher compensation and career path, funding equity, school design, central office support, and budget development. We also share research and practical tools based on our extensive dataset, and we collaborate with others to create the conditions for change in education.

In all of our work, we focus on the larger picture—how resources work together to create high-performing systems. Our non-profit status enables a different kind of partnership with districts and states: one where we participate in the transformation struggle, create insights together, and share lessons with others. Please visit our website to learn more about our work, our impact, our team, and our core values: 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 (including GPA) and thoughtful cover letter to: careers@erstrategies.org.

Education Resource Strategies is an Equal Opportunity Employer. We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply.