



**Job Title:** Presentation Consultant

**Organization:** Education Resource Strategies

Education Resource Strategies is a non-profit strategy consulting firm that works with large urban public school systems. We are transforming urban education by helping leaders strategically use resources to dramatically improve student learning.

Our office is in Watertown, Massachusetts, along the beautiful Charles River and conveniently located to Harvard Square and the Mass Pike. 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.

For more information, please visit our website: [www.erstrategies.org](http://www.erstrategies.org).

### **Responsibilities:**

ERS is a small but growing organization with a strong professional learning community. As such, we place teamwork, initiative, and a desire to learn and grow at a premium. We are looking to add a PowerPoint Presentation Consultant to the ERS team. The ideal candidate has previous work experience in a similar position. While experience in the education sector is not required, a passion for improving the educational experience for all students is! This is a part-time position, approximately 15 hours per week. The Presentation Consultant will report directly to the Communications Manager. Ideally, we would like the Presentation Consultant to be available to work in our Watertown office, but we are also accepting applications from candidates who would work remotely.

The PowerPoint Presentation Consultant is expected to:

- Design, edit, and produce presentations
- Create a robust template that simplifies the process for creating a new presentation and automates data-rich charts
- Provide training and support to ERS staff to help implement the principles of effective presentation
- Participates in the development of slides and other resources that build the organization's knowledge infrastructure

### **Qualifications:**

- Expert knowledge of PowerPoint required
- Previous experience and an interest in graphic design is a plus
- Bachelors degree and at least 2 years experience
- Knowledge of Microsoft Word, Outlook, and Excel
- 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

**Salary:** Competitive

**Contact:** Please submit your resume and cover letter to Julie Derderian: [jderderian@erstrategies.org](mailto:jderderian@erstrategies.org)