



**Job Title:** Administrative Assistant

**Organization:** Education Resource Strategies

Education Resource Strategies, Inc. is a non-profit organization that works with large urban public school systems to rethink the use of district and school-level resources, supporting strategies for improved instruction and performance. ERS is the only organization in the country with over 10 years of experience collaborating with the largest urban districts in the area of strategic resource allocation. We have worked with Los Angeles Unified, Chicago Public Schools, Atlanta Public Schools, Baltimore City School District and the School District of Philadelphia.

Our headquarters are in Watertown, MA, 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. More information about ERS is available at our website: [www.erstrategies.org](http://www.erstrategies.org).

**Job Description:** Administrative Assistant

ERS is a vibrant organization of dedicated professionals working to improve the education system throughout the U.S. If you are somebody excited about using your skills in a team-based small company environment, taking initiative to get the job done and help us grow, and continuous learning, consider applying to join the ERS team as an Administrative Assistant. The ideal candidate has previous work experience in a similar position or strong Powerpoint and Word skills with the ability to quickly take on more. While experience in the education sector is not required, a passion for improving the educational experience for all students is! This is a permanent, full-time position, 40 hours per week, Monday through Friday.

Responsibilities include:

- Supporting consulting teams
  - PowerPoint presentations for client meetings
  - Administrative needs as necessary
  - Prepare materials for meetings
- Support knowledge management and communications team
  - Website maintenance
  - PowerPoint database maintenance
  - MS Word formatting
  - Social media maintenance
- Support office management
  - Maintain contacts and documents
  - Data entry as needed
  - Other duties as assigned

Requirements:

- Bachelors degree required, relevant experience preferred
- Knowledge of Microsoft Office Suite: Outlook, Excel. Excellent Word and PowerPoint skills
- 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
- Background in website maintenance a plus
- Knowledge of and interest in education

**Salary:** Competitive

**Contact:** Interested in becoming the ERS Administrative Assistant? Please submit your resume and cover letter to Julie Derderian: [jderderian@erstrategies.org](mailto:jderderian@erstrategies.org).