



**Job Title:** Administrative Assistant

**Organization:** Education Resource Strategies

At Education Resource Strategies (ERS) our goal is to change the way people, time, and money are used in urban education so that all students receive the support they need to succeed.

ERS is a non-profit organization that works with large urban school systems to transform their resource use to dramatically improve student learning. Our mission is to be a catalyst for positive change by helping educational leaders rethink how they use resources 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. Our office is located in Watertown, Massachusetts. Please see our website to learn more: [www.erstrategies.org](http://www.erstrategies.org).

**Job Description:** Administrative Assistant

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 an Administrative Assistant to the ERS team who will excel in a flexible role with a growing 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 permanent, full-time position, 40 hours per week, Monday through Friday.

**Responsibilities include:**

- Support project teams
  - PowerPoint presentations
  - Administrative needs, including travel support
  - Prepare materials for meetings
- Support directors
  - Provide travel support
  - Complete expense reports
  - Schedule meetings
- Support office management
  - Maintain contacts
  - Data entry as needed
  - Other duties as assigned

**Requirements:**

- Bachelors degree required, relevant experience preferred
- Excellent Microsoft Office Suite skills: PowerPoint, Outlook, Word, 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. Must also possess good interpersonal skills with a positive attitude and work well in a team environment
- Knowledge of and interest in education

**Salary:** Competitive

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