

## POLICY ASSOCIATE – WASHINGTON, DC

### **Overview**

EducationCounsel LLC is a mission-driven education consulting firm that works with leading nonprofit organizations, foundations, and policymakers to help significantly improve education opportunity and outcomes. We do this by leveraging policy, strategy, law, and advocacy to help transform education systems, from early learning to K12 to higher education. We work with partners at the state, federal, and local levels to advance evidence-based innovations and systems change, with a central focus on equity. EducationCounsel is affiliated with Nelson Mullins Riley & Scarborough LLP.

This position offers significant opportunity for exposure to education policy, policymakers and other leaders. It will help candidates develop and improve policy and data analysis skills and an increased understanding of policymaking at the state, district, and federal level. EducationCounsel is seeking candidates who can work with the policy advisors and attorneys on our team across a wide range of projects in early childhood, K12, and higher education, and provide support in numerous ways.

### **Responsibilities**

Responsibilities and opportunities could include, but not be limited to:

- Policy and legal research and analysis
- Drafting, proofreading, and editing policy and strategy documents
- Designing graphics for presentations and documents
- Assisting with meeting planning and execution including preparing agendas, taking meeting notes, and managing meeting materials
- Providing summary analyses of hearings and other events
- Managing external communications, including social media
- Working on special projects as assigned

### **Qualifications**

The ideal candidate will possess the following qualifications:

- Bachelor's degree from an accredited institution required
- Advanced degree in a related field preferred but not required
- Experience in policy analysis, exposure to local, state, or federal policymaking and/or experience as an educator preferred
- Have demonstrated interest in education policy and racial equity
- Analytical and detail oriented with strong research, writing, communication, and organizational skills
- Comfortable working in a fast-paced environment and able to work both with teams and independently to support a variety of projects and colleagues across a team

- Experience in design, creating, and using infographics and/or web platforms preferred

To apply, please provide resume and cover letter at the following link: <https://careers-nelsonmullins.icims.com/jobs/2465/job>