

EdSource Program Associate Job Description

EdSource is seeking to hire a resourceful, adaptable, detail and deadline oriented Program Associate to support research, publishing, program and partnership development priorities.

The ideal candidate will have two to three years of professional experience, with a familiarity and interest in state and national public education policy and reform issues.

Under the guidance of the Executive Director, the Program Associate will provide research, writing and copy editing support to enhance the Director's ability to leverage new opportunities. The Program Associate will also work closely with the Deputy Director providing assistance with program implementation, tracking program deliverables, social media outreach and event planning.

Key Responsibilities

- Conduct research for articles, reports, and other external publications.
- Assist with writing, copy-editing and producing content for internal and external publications.
- Compile, collect, and organize research findings into an electronic database or online portal.
- Provide administrative support with program development; assist with tracking, documenting and updating program action items; maintain program contacts database; administer program surveys; and facilitate the coordination of events.
- Work with other staff members as assigned to support areas of pressing need.

Candidate Requirements

- Excellent research, writing and editing skills are of particular importance in this position.
- Technological savvy, with fluency in Microsoft Office applications, Internet and database searches; experience crafting content for the web and social media platforms; and competency with presentation software are highly desired.
- Solid organizational skills with the capacity to manage multiple projects simultaneously.
- Demonstrated experience coordinating event logistics.
- Excellent interpersonal and listening skills; ability to communicate with diplomacy, tact and courtesy.

- Bachelor's degree in communications, education, public policy or other relevant social sciences field.
- Familiarity with California public education policies and reforms preferred, but not essential.
- Minimum of two years of professional work experience.
- The ability to make a minimum of a two-year commitment.

Compensation

Salary: \$42,000-\$50,000 commensurate with experience. Comprehensive benefits package.

About EdSource

EdSource is a nonprofit, nonpartisan, online media organization whose mission is to clarify complex education issues in California and to promote thoughtful policy decisions about public school improvement.

Founded in 1977 it focuses on providing in depth reports, surveys and daily news coverage of key education challenges facing public education in California and the nation. It has built a strong readership among a broad range of influential education stakeholders, including state and local education administrators, legislators, policy and advocacy groups, teachers, parent organizations, philanthropic foundations and the news media.

EdSource Today, its journalism and communications arm, comprises the largest education reporting team in California. Launched in 2012, *EdSource Today* has emerged as a prominent multi-media content provider in the nonprofit journalism sector, and is viewed as a daily "must read" by a wide range of audiences, including policy makers at the highest levels of state government.

EdSource is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Instructions

Interested applicants are requested to submit a cover letter, resume, names and contact information of three references along with two writing samples to: lpac@edsources.org.

No phone calls and no employment agencies please.

