

THE ECONOMIC CLUB

O F W A S H I N G T O N , D . C .

Job Title: Education Program Associate

Status: Full time, Exempt

Location: Downtown Washington, DC (currently a hybrid work schedule)

Supervisor: Director of Education

About the *Scholars to Leaders* Education Programs

The Economic Club manages the *Scholars to Leaders* program, a coordinated suite of education and professional growth opportunities for accomplished college-bound graduates of the District of Columbia Public and Charter Schools. This set of programs provides over \$1 million annually to a group of approximately 50 high school graduates to support scholarship funding, professional mentoring, summer internships, and competitive career-oriented academic enhancement studies through the David M. Rubenstein / Economic Club Scholarships, *Scholars to Leaders* program, Fellowships, and Internships. The primary mission of the Education Programs is that each of the Club's Scholars receives support from the initial recruitment (at the end of high school) through college completion and successful workforce entry, and beyond, leveraging the Economic Club's membership resources to succeed.

Position Summary

The Education Program Associate reports to the Director of Education, and works with the Education Programs Manager, the Senior Manager of Scholarships, the President & CEO and others to implement the recommendations of the Education Committee to plan and deliver career readiness supports, including mentorship and internship programs. This role has accountability for providing administrative and programmatic support to ensure the successful execution of all Education Program projects.

The broad areas of responsibility are:

- Supporting the planning and execution of the annual **internship program**, across internal and external stakeholders, including resource needs, system development and timelines.
- Managing the logistics and communication of the **mentorship program**, to ensure a positive experience for members and focused outcomes for scholars.
- Providing administrative support to the execution of **direct student funding**, including our scholarship, fellowship and Capital Explorer Fund.
- Developing and executing a calendar and content to support the annual cycle of **communication** with scholars and alumni
- Ensuring timely and accurate **data collection and entry** into a Salesforce database, and providing support in data analysis and reporting.

Key Areas of Responsibility

The Education Program Associate will be integral in supporting the execution of all aspects of the Education Program work.

Internship and Mentorship Program Support

- Communications: Developing and distributing career exploration and readiness resources to scholars and alumni
- Data: Ensuring data related to career exploration and readiness is entered in a timely manner
- Logistics: Managing the scheduling and communication related to recruitment of scholars and members, including host sites for internships
- Execution: Providing on-site support of in-person trainings and programming

Direct Student Funding

- Administrative Duties: Provide support in processing applications from recruitment to selection.
- Data: Completing necessary data entry to ensure records in Salesforce are up to date and complete.
- Recruitment: Collaborating with teammates to support the direct student funding recruitment strategy, including communicating deadlines and eligibility information in scholar and alumni messaging

Communications

- Social Media: Develop content and manage interactions across LinkedIn and Instagram
- Newsletter: Create and distribute a monthly newsletter for scholars
- Milestone Missives: Ensure scholars and alumni are receiving scheduled point in time communications from the Club
- Creative Work: Lead special projects to promote the work of the Education Program, and support scholar, member, and alumni familiarity with program components. This could include videos or other media.

Data Collection and Entry

- Schedule: Create and execute a data collection calendar which identifies the key data points, when they are collected, and where they are stored
- Collection: Facilitate the collection of key data points, working with teammates utilize tools, forms, and direct student request
- Entry: Work with vendors to facilitate the bulk upload of data, as well as manually enter data when needed
- Quality Assurance: Execute regular checks for data quality and completeness

Additional Responsibilities

- Assisting Marketing team with the Annual Report, newsletters, and social media
- Providing support during the scholarship, fellowship and Capital Explorer Fund selection process.
- Additional tasks as assigned, including but not limited to event preparation and staffing at Signature Events, special programs, and other opportunities related to membership engagement, both in-person and virtually.

Commitment to Diversity and Equal Opportunity Employment

The Economic Club of Washington, D.C. is an Equal Opportunity Employer. Our goal is for our workforce to be representative of the working population of Washington, D.C. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex, parental status or age in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of managers, supervisors, or employees. Women, minorities, and the disabled are encouraged to apply. All applicants are subject to a reference check and background check. We believe that diversity makes us stronger and challenges us to think differently every day.

Compensation and Benefits

- Salary \$50,000 - \$60,000
- Robust benefits package, including employer-paid health, dental, vision and life insurance.
- Vacation, sick, and federal holiday paid time off.
- Retirement plan with employer contributions.
- Opportunity for interaction with executive-level leaders of the largest and most high-profile businesses in the Washington, DC, metropolitan area.
- Ability to contribute directly to the growth and development of the leaders of tomorrow.

How to Apply

Priority Deadline December 5, 2022. Please submit your resume and cover letter, including responses to the following questions: 1) Why are you interested in this role? 2) What are your top three professional strengths? Please provide an example for each. Email your resume and cover letter to HR@economicclub.org as soon as possible, with the email subject line "Economic Club Associate-Education". The hiring process will include in-person interview and sample work. For additional questions about this position or to speak with someone about your interest, please contact us at HR@economicclub.org