

# Education Design Lab

## Associate Education Designer

Washington, DC

### Is this you?

Do you enjoy working in an open, fast-paced environment with fellow innovative minds?

Are you looking for a job where you can deepen the skills you already have and broaden to other areas?

Do you believe that the school to career pipeline is broken for most Americans and you want to be part of the solution set?

### The Role

The Education Design Lab seeks a team member passionate about reimagining higher education. Our associate designer will contribute to a range of operational and substantive areas of the Lab's work, including business development, fundraising, marketing and social media strategy. He/she will also have the opportunity to work as a researcher and junior designer on some of our design challenges.

### This may be an excellent opportunity for you if:

You enjoy storytelling in multiple digital and written formats around education and workforce development as key levers in economic prosperity.

You are comfortable wearing multiple hats and pitching in for projects as needed.

You are curious about the future of education and enjoy tracking developments at universities, ed tech and in the foundation world.

You have an eye for detail and follow through, and you believe in the statement "Grammar is not dead."

### What We Need

Below are the skills and experiences that would make a candidate successful in this role.

#### Skills

- Writing: blogs, press releases, project one-pagers and multi-page reports
- Communication: with stakeholders, small and large groups
- Technology: Microsoft Office suite
- Productivity: Working in a fast-paced, nimble work environment

#### Experiences

- Knowledge of the changing landscape of higher education
- Comfort presenting to and facilitating small and large groups
- 1-3 years in a professional setting

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### What Gets Us Excited

Because we work in the white spaces of higher ed, our team comes from a range of professional backgrounds and interests. Below are some of these different professional and knowledge areas that we look for in applicants:

- Higher ed (administration, policy, and/or research)
- Non-profit development (grant management, proposal writing)
- Start-ups
- Journalism (professional and free-lance)
- Marketing (social media marketing, content marketing)
- Graphic design
- Design thinking

### 21st Century Skills Necessary for this Role:

Written Communication

Oral Communication

Collaboration

Catalyst (can make things happen)

### Applying

We are looking to hire immediately. Our offices are in the Make Offices co-working space at 1200 18th ST NW, Washington DC. We are co-located with other education non-profit startups.

Send resumes to Gabriella Schiro, [gschiro@eddesignlab.org](mailto:gschiro@eddesignlab.org).

**The Education Design Lab** is a 501c3 design consulting and advocacy non-profit dedicated to helping higher education innovators design, test, and scale new education and school-to-work models that address the rapidly changing economic and technological environment. The organization's mission is to ensure that all student populations thrive in this new emerging higher education ecosystem. To date, the Lab has worked with over 60 higher education institutions on design projects ranging from enhancing online engagement to increasing attainment rates for students of color and high need to credentialing 21st century skills.

#### Equal Opportunity Employer

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.