

## Education Designer

### Position Number: 8UL000184

Full-Time, Washington, DC (Preferred, but can be remote)

Typical Salary Range: \$70,000 - \$85,000

### About Education Design Lab

[Education Design Lab](#) (“The Lab”) is a national nonprofit that designs, tests, and implements unique education models and credentials that address the rapidly changing economy and emerging technology opportunities to ensure equitable outcomes for learners and earners. The Lab has partnered with some of the most aspirational institutions, and often their ecosystem partners, as they consider how to design their offerings to serve learners flexibly with more data-driven, human-centered models, processes, and tools. Our biggest areas of work include improved career pathway visibility, micro-pathways, 21st-century skills, micro-credentials, alternative on-ramps to a degree, upskilling workers, and training college leadership teams in change management and agile prototyping.

The Lab is unlike other organizations in the nonprofit education space. We are boundary spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as Ascendium, The Lumina Foundation, the Gates Foundation, the United Negro College Fund (UNCF), Walmart, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit [www.eddesignlab.org](http://www.eddesignlab.org), and follow us on Twitter [@eddesignlab](https://twitter.com/eddesignlab).

### About the Role

Human and equity-centered design is the soul of our practice and is increasingly important to our partners. To design education toward the future of the work requires a nuanced set of practices and a coalition of critical players. The Lab is a leader in identifying the needs of New Majority Learners and the co-design of solutions that will put them on a path to economic mobility, but this is complex work. Our talented Education Designers are the individuals who imagine, architect, and drive this work with our partners, including 2 and 4-year colleges, non-profits, edtech providers, and funders. Our Education Designers are collaborative doers and strategists who are passionate about the redesign of education systems that have harmed and excluded so many talented individuals. You will be part of a dynamic, growing team that will manage and support the development, delivery, and continuous improvement of design engagements with an eye toward equity-focused approaches and scaling the Lab’s impact.

Education Designers work on project teams that change based on needs at the Lab and/or Education Designer interests.

### Project Information

- This Education Designer position will work on the Designers in Residence 2.0 project team which will include planning, cohort activities implementation, and evaluation documentation. Cohort activities include but are not limited to:
  - 1 program convening of all designers (2 days in person)
  - Bi-weekly design sessions with the Lab
  - A minimum of 3 regional ecosystem sessions (1 in person and 2 virtual)
  - Document rich user testing feedback on the use of each ecosystem tool used throughout the design process
  - Develop and sustain the Designers in Residence Community of Practice
  - Co-presentations with the Designers in Residence to share the work
- The Education Designer will work closely with the Senior Education Designer to develop and deliver the Designers in Residence program design strategies.
- The Designers in Residence 2.0 project includes working with up to 11 senior leaders of postsecondary institutions to build their capacity to serve as regional transformation agents to align K-12, postsecondary, and workforce ecosystems; establish ongoing teams representing all regional stakeholders; learn human-centered design and co-lead design sessions with regional teams to build a sustainable, effective education to workforce ecosystem; provide rich user testing feedback on ecosystem alignment and other transformation tools.

### Specific Duties

- Working with Senior Education Designers to conceptualize design engagements to be responsive to the needs of our partners and the impact we desire
- Working with other Education Designers to strengthen their collective capacity to build interactive design engagements
- Providing support to Education Designers during in-person or virtual design sessions
- Supporting external communications with key stakeholders, including partners, clients, and subject matter experts
- Participating in and facilitating the Lab's Education Designers' internal community of practice as an ongoing mechanism for information sharing, collaboration, and peer feedback
- Refining and expanding our library of design methods and tools
- Working with the Lab's Education Designers to support the implementation of impact measurement and achievement of strategic deliverables (e.g., charting and documenting progress, identifying and resolving issues)

This role reports directly to the Senior Education Designer for the Designers in Residence project.

*Data shows that women and BIPOC candidates more frequently do not apply for a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!*

*We do not require a college degree for the Education Designer role and encourage all interested persons(including Black people, Latinx people, indigenous people, people of color, first-generation*

*graduates, people with disabilities, members of the LGBTQIA community, veterans, and people with experience with community colleges and with learners who have long been under-invested in) to consider submitting an application for this role if they meet the majority of the qualifications listed below.*

### **Desired Skill Sets**

The Education Designer might come from a variety of backgrounds. The successful candidate will likely have 4+ years of experience in one or more of the following areas:

- Using design thinking / human-centered design to craft innovative solutions
- Evaluation, assessment, and reporting experience
- Driving innovation among cohorts of colleges and/or workforce organizations
- Social sector innovation on behalf of historically excluded populations
- Marketing/marketing communications/storytelling
- Project management/facilitation
- Systems thinking, change agility

The successful candidate will also:

- Demonstrate a strong understanding of serving marginalized populations through lived experience or work-based experience
- Be excited to be a human-centered designer of education solutions
- Have fluency with a variety of digital tools (e.g., Miro, Figma, Canva, Adobe Suite)
- Possess a view that education is a key lever to break the cycle of poverty
- Be entrepreneurial and inquisitive
- Have strong interpersonal written and oral communication skills and be excited to facilitate with clients Education Design Lab
- Have a certain amount of administrative and technological savvy
- Be nimble, comfortable with a fast-paced work environment, able to manage projects with different timelines, experienced in managing up, and willing to lend expertise to colleagues
- Be comfortable with ambiguity

### **Travel**

Some travel will be required for this role.

### **Location**

Due to the COVID-19 pandemic, the Lab is currently operating in a hybrid-work environment where team members are working remotely from their home offices. Greater Washington, D.C. Metro Area-based employees have the option to work from our offices located in Dupont Circle, downtown DC in accordance with the office policies which are updated regularly with COVID-19 restrictions to prioritize the health and safety of our team members. Similarly, Lab staff are traveling as needed in accordance with our travel policy to ensure safety and comfort.

### **Compensation & Benefits**

The salary compensation for the Education Designer will fall within a range between \$70,000 - \$85,000 annually.

The benefits package includes:

- 100% employer-paid medical and dental for full-time employees
- Short-term, long-term, and group life insurance coverage

- Sick-time provided as needed
- 403(b) - 100% matching after the first year
- Professional development stipend of up to \$1500 annually after the first year
- Semi-annual organization-wide retreats
- Rest and Relaxation:
  - Up to 20 annual days PTO - time earned varies with tenure and starts at 10 days annually
    - The Lab is currently piloting a Responsible PTO policy for all full-time staff which allows managers to approve PTO with no limits
  - 11 paid federal holidays
  - 2 weeks paid organization-wide closures

### **Application Instructions**

To apply, please submit a cover letter and resume using [this application form](#). Applicants will be reviewed on a rolling basis until the position has been filled. If you have any questions, please feel free to contact us via email at [careers@eddesignlab.org](mailto:careers@eddesignlab.org).

### **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.