Who We Are
Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by The Nonprofit Times for four years in a row as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States’ employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are
The Project Manager for Communications at Education Commission of the States contributes to the organization’s mission to provide a range of education stakeholders with trusted research and information and opportunities for collaboration. The Project Manager coordinates scheduling, preparation, staff support and communications for external speaking engagements.

Essential Duties and Responsibilities
1. Maintain calendar of all external events that feature ECS staff.
2. Coordinate and lead all rehearsals, providing feedback and support to staff on delivery, tone, cadence and visuals.
3. Draft, edit and/or contribute to email communications for events. This includes logistical information, agendas, and surveys.
4. Collaborate with the Thought Leadership Committee to ensure event preparation and support is executed.
5. Articulate PowerPoint and other graphics requests to designers. Assist in some PPT polishing.
6. Assist the execution of virtual events, including as chat box moderator.
7. Identify, when possible, opportunities for promoting ECS products during virtual events.
8. Represent ECS at national and regional meetings and conferences, as needed.
9. Performs other communications tasks, as required.

Job Specifications
- Bachelor’s degree required.
- 1-3 years in a professional setting with demonstrated communications experience.
• 1-3 years of public speaking or presentation experience preferred.
• Proficient in use of digital software and technology, including Cvent, Mailchimp, project management software (Wrike), and Microsoft Word, Excel and PowerPoint.

**Supervisory Authority**
Has no direct reports, but may guide other team members on specific projects. Receives direct supervision and will be mentored by senior staff.

**Communication**
Communicates daily with Education Commission of the States’ staff, consultants and other constituents.

**Physical/Cognitive Demands**
Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, and have sound judgment and a willingness to support the Education Commission of the States’ team.

**Working Conditions**
The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

**Compensation and Benefits**
Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, and vision insurance; a flexible spending account; a health reimbursement account; and a yearly contribution to a 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

**Apply for the Position**
Please send a resume, cover letter/e-mail to Kate Haggerty at khaggerty@ecs.org. The subject line in your e-mail should read “Project Manager.”

**Deadline:** All applications must be received by close of business Friday, November 6, 2020.

*Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.*