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Employment Opportunity at Penn Hill Group

Penn Hill Group seeks an Associate who is detail-oriented and has strong writing, research and communications skills and is able to manage multiple projects at once. The ideal candidate has a strong interest in education policy and thrives in a fast-paced, team environment.

Penn Hill Group Overview

Penn Hill Group is a bipartisan government relations firm located in Washington, DC. With decades of Congressional, Administration and private sector experience, the members of Penn Hill Group provide clients with cutting-edge advocacy, policy development and analysis, communication, research, and strategic consulting support. Penn Hill Group specializes in education and workforce issues, including early childhood education, K-12 education, special education, career and technical education, higher education, and other critical issues ranging from juvenile justice to library and museum policy.

Associate Position Overview

The Associate will be responsible for coordinating and managing projects related to federal education policy and advocacy for a portfolio of clients. In addition, the Associate will regularly cover events, including legislative hearings, produce research and event memos, and contribute to Penn Hill Group's client communications efforts. The Associate will work closely with different members of the Penn Hill Group team and must have exemplary interpersonal communication skills and an ability to manage multiple projects with tight deadlines.

Responsibilities

- Support for staff and principals across the firm on timely, high-quality project management, implementation, and deliverables
- Project and client support including research, writing, scheduling, and coordination
- Attendance at briefings, hearings, and other key meetings; documenting and summarizing meeting content
- Production of memos, papers, newsletters, and briefs
- Event and meeting planning and logistics support
- Overall support for office operations and management, including intern recruitment and onboarding

Qualifications

- Bachelor's degree
- Exceptional organizational, communications, analytic and personal skills
- Interest in education policy
- Exceptional Internet research skills
- Exceptional writing, and copy editing skills
- Experience working in an office
- Capitol Hill or Administration experience a plus
- Skilled at Microsoft Office programs; other programs a plus

To Apply: Please combine a cover letter, resume and writing sample into a single file and send a .pdf via email to jobs@pennhillgroup.com. No phone calls please. Find more information about Penn Hill Group at www.pennhillgroup.com. **Application deadline is 5 pm ET on Wednesday, June 30, 2021.**