

Job Posting: CSW Research Associate

Corporation for a Skilled Workforce (CSW) is a 26-year-old national 501(c)(3) non-profit organization that partners with foundations, government, business, and community leaders to develop good jobs so that families and businesses can adapt and thrive in a changing economy. CSW is a mission driven policy, research and consulting organization that does work for a range of foundation and public sector clients at the national, state and local levels in workforce, economic and community development.

CSW is seeking a Research Associate to join our team and provide labor market and workforce development program related research support across a number of projects, including work in Detroit and for the national Workforce Benchmarking Network. The Research Associate will conduct research and analyze data and information to assist project teams and clients in gaining a better understanding of local and regional labor markets, workforce development systems, and program/service related outcomes. The Research Associate will work closely with internal and external customers to identify needs and will develop research initiatives to serve these needs.

Responsibilities

- Serve as research support on project teams. This will include providing a mix of qualitative and quantitative data collection and analysis, working in collaboration with other project team members. Research activities may include:
 - ◆ Planning research activities
 - ◆ Engaging in ethical and culturally responsive data collection activities, including developing data collection tools and protocols and facilitating data collection (i.e., surveying, interviewing, focus groups) and analysis
 - ◆ Designing databases and data management systems
 - ◆ Establishing dashboards and metrics
 - ◆ Performing statistical analysis
- Support communications to a wide variety of stakeholders; identifying and developing technical solutions for gathering data (i.e., databases, web-based surveying).
- Support or manage the synthesis, reporting, and visual presentation of key research findings in ways accessible to diverse consumers including field experts, team members, funders, the stakeholder community and the general public using relevant and up to date data visualization best practices.
- Support project development and promotional work within the team and CSW by identifying key target market and customer development strategies and leveraging existing projects to develop new work opportunities.

Qualifications

- Master's Degree or Bachelor's degree with demonstrated capacity for research or equivalent combination of education and work experience.
- Some knowledge of public policy, economics, education, and workforce development concepts preferred.
- Minimum 1-2 years' experience in research, including qualitative and quantitative data collection, analysis, and reporting.
- Strong understanding of program evaluation and research theory and methods. Proven experience and results with developing and implementing program evaluation models, including quasi-experimental design and developmental evaluation methodologies.
- Experience in working with federal datasets, subscription labor market analytic services (e.g. EMSI), and real-time labor market information services (e.g. Burning Glass), as well as complex databases.
- Comfortable user of SPSS, Qualtrics, Microsoft Excel, Microsoft Access or comparable research software.
- Superb communication skills, both oral and written.
- Detail-oriented with ability to keep accurate, well-organized records.

- Outstanding customer services skills with demonstrated ability to meet and exceed client needs and provide high quality results.
- Self-starter with proven organizational and time management skills and ability to manage multiple projects and tasks.
- Excellent interpersonal skills with demonstrated ability to work as part of a (virtual) team and build external relationships.

Compensation

Employee compensation includes: 1) **cash rewards** in the form of base salaries and bonuses; 2) **non-cash rewards**, which include health, dental, vision, life and disability insurances, a 403(b)-retirement savings plan, a Section 125 Cafeteria plan, and a Flexible Spending Account; and 3) **other non-monetary benefits**, such as flexible work schedules, an informal work environment and the ability to work part or full-time from home.

Work Location: Ann Arbor, MI preferred; this position is eligible to work in a home office part-time as project allows. Some travel will be required.

Full/Part Time: Full-Time

FLSA Status: Exempt

Posting Begin/End Date: August 28/September 28

Salary: Commensurate with the qualifications and experience of the selected candidate.

Submit a resume and cover letter addressing your specific interest in the position and outlining your skills and experience that directly relate to this position. Please email materials to: Debbie Charlton, Office Manager, dcharlton@skilledwork.org.