Job Posting: CSW Research Associate

Corporation for a Skilled Workforce (CSW) is a 29-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 high visibility projects.

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 and evaluation support on project teams.** This will include providing a mix of qualitative and quantitative data collection, analysis, and reporting. Research activities may include:
  - Planning research and evaluation activities.
  - Engaging in ethical, up-to-date, 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.
  - Identifying and developing technical solutions for gathering and managing data (i.e., databases, web-based surveying).
  - Establishing performance metrics and dashboards.
  - Performing statistical analysis.
  - Supporting or managing the synthesis, reporting, and visual presentation of key research findings and other communications in ways accessible to diverse consumers including field experts, team members, funders, stakeholders, and the general public using relevant and up to date data visualization best practices.

- **Work collaboratively with other project team members and project leads.** Provide end-to-end project support including scheduling, logistics, operations, travel, capturing notes, drafting agendas, managing software tools and communication.

- **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.

Competencies

- **Quantitative Analysis:** Analyze and formulate large quantitative data sets to produce evidence-based policy and practice recommendations at the organizational and system levels.

- **Qualitative Analysis:** Create, assimilate, and analyze qualitative data and integrate into client contexts to answer critical questions on public policy, education, and economic impacts.

- **Data Visualization:** Produce data visualization tools for our clients and partners.

- **Written Communication:** Produce high level reports, summaries, and other products for policy makers and community leaders to use making decisions in diverse contexts.

- **Data Sets:** Access and employ federal datasets, subscription labor market analytic services (e.g. EMSI), and real-time labor market information services (e.g. Burning Glass), and other large data sets to produce actionable information and comparisons for project partners.

- **Software Skills:** Analyst level experience with SPSS, Stata, Qualtrics, Microsoft Excel, Tableau, Microsoft Access, or similar research software.
Client Relationships: Build positive relationships with partner data experts and less experienced users resulting in adoption of data driven decision making and viewing CSW as a key partner in workforce and education systems change.

Workforce and Education System Knowledge: Identify key elements of the public workforce and educational system and understand federal, state, and local governance models in these areas.

Multi-Project Portfolio: Perform research on multiple projects including assessing level of effort needed to meet client deadlines and support internal clients on complex and multifaceted projects.

Compensation

Employee compensation includes: 1) cash rewards in the form of base salaries; 2) non-cash rewards, which can 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: Flexible work location. CSW headquarters is located in Ann Arbor, MI but CSW team members are located around the world. Up to 20% travel will be required.

Full/Part Time: Full-Time

FLSA Status: Exempt

Posting Begin/End Date: March 3, 2020 to April 6, 2020

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.