Job Posting: Research Associate

This year, Corporation for a Skilled Workforce (CSW) will celebrate its 30th year as a national 501(c)(3) non-profit organization that catalyzes change in educational and labor market systems, policies and practices to increase economic mobility, particularly for people of color and others historically excluded from advancement opportunities. CSW focuses on achieving scalable improvements in worker skills, lifelong learning, and job quality. CSW collaborates with change makers to develop strategies, identify evidence to inform strategies, build the capacity of organizations, manage initiatives, and evaluate lessons learned.

Position Summary

CSW is seeking a Research Associate to join our team and conduct labor market and workforce development program related research and evaluation supporting a number of CSW projects aimed at reducing poverty, increasing economic mobility for low-wage workers, and addressing racial disparities.

CSW works with stakeholders to challenge the way systems operate and to co-design approaches that strip away outdated assumptions to make them more culturally and economically relevant. The Research Associate will assist CSW in this work by using a mix of qualitative and quantitative data collection, analysis, and reporting to gain a better understanding of local and regional labor markets, workforce development systems, and program/service-related outcomes. Examples of the types of projects the Research Associate will support include local labor market information analyses, evaluations of workforce and postsecondary initiatives, and projects tied to credentialing, competencies, and workforce organization/field capacity building.

The Research Associate will work closely with staff and external customers to identify needs and develop products to serve these needs. The position will report to the Director of Research and Evaluation.

CSW is committed to building a diverse staff and strongly encourages applications from candidates of color.

Essential Responsibilities and Competencies

◼ Knowledge and Expertise: Collects, organizes, and manipulates large amounts of data using databases and other technical platforms/solutions to support CSW research and evaluation; selects and uses technical tools, including statistical analysis software; finds and extracts specific data to perform quantitative and qualitative analysis; plans and implements research and evaluation activities across multiple projects; engages 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; establishes performance metrics and dashboards specific to project work and other CSW development and growth needs; produces synthesis, reporting, and visual presentation of key research findings and other communications 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.

◼ Data Development, Management, and Communication: Creates, assimilates, and analyzes qualitative and quantitative data; produces data visualizations for projects, clients, and partners; assists CSW teams in the use of visualization; produces high level reports, summaries and other products for policy makers and community leaders to use in making decisions; creates and delivers presentations in support of external and internal work; accesses and employs 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; supports development of Research and Evaluation team’s research strategy, policies, practices, and processes.

- **Software Skills:** Analyst level experience with SPSS or Stata, Qualtrics, Microsoft Excel, Tableau, Microsoft Access, or similar research software.

- **Racial Equity and Inclusion:** Assesses the degree to which privileged and marginalized status affects program initiatives; participates in strategies to increase equity; threads social justice into program, projects, and goals; and uses reflective thinking to gain insight into assumptions, world views, bias, and beliefs; engages in racial equity and inclusion professional development opportunities.

- **Marketing and Sales:** Uses social media and other platforms to deploy and disseminate CSW promotional material; supports the development of the Research and Evaluation team’s brand strategy; works with clients to cultivate positive relationships; supports development of concepts to meet current and future client needs.

- **Project Team Member:** Works collaboratively with staff on proposal and project design; produces deliverables; balances time across a number of cross-team projects; shares learning experiences; engages in constructive inquiry to provide insights, and support a collective and collaborative understanding of client, individual, and team work.

- **Client Relationships:** Interprets research and evaluation findings to help clients apply and use research; provides timely status updates and feedback to project team lead as appropriate; understands the context in which the client works.

**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 is headquartered in Ann Arbor, MI but CSW team members are located around the world, with most working from home offices. No staff travel is currently occurring. When the pandemic recovery makes travel safe again, up to 20% travel will be needed.

**Full/Part Time:** Full-Time or Part-Time

**FLSA Status:** Exempt

**Posting Begin/End Date:** February 9, 2021 to March 2, 2021

**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, Sr. Support Specialist, dcharlton@skilledwork.org.