

Job Posting: Senior Policy Associate – Competencies & Credentials

This year, [Corporation for a Skilled Workforce](#) (CSW) celebrates 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 **Senior Policy Associate** to join our Competencies & Credentials team. This team's work centers on dramatically expanding the use of competencies and non-degree credentials within learning and talent management systems to increase economic mobility for low-wage workers and address racial disparities. Across the past decade, CSW has been a leader in a growing national movement to rethink credentialing and to increase the use of competencies. This focus includes:

Expanding the use of competencies

- Improving alignment of educational programs and job requirements, using competencies as a common language.
- Building competency-based talent systems within organizations, infusing competencies into job descriptions, hiring, performance feedback, and professional development.
- Assessing learner/job seeker competencies so they understand what they know and can do, and can see how to apply their competencies to diverse educational and career paths.

Building system(s) of incremental credentials

- Working with colleges, universities, and state postsecondary systems to develop and offer at scale smaller credentials in addition to degrees, so that learners get credit for smaller modules of learning for which they get no recognition currently.

Ensuring competencies and credentials are used to increase equity and economic mobility, especially for Black, Indigenous, and Latinx workers.

- As new methods, tools, and systems are built to use the power of competencies and smaller credentials, CSW's work focuses on how to ensure those strategies increase inclusion and equity.

The Senior Policy Associate has experience with competency-based education, competency-based talent management systems, and/or competency-based credentialing systems. The Senior Policy Associate generates and uses knowledge and skills to co-develop leading-edge ideas and fundable high-impact initiatives focused on diffusing the use of competencies and credentials to improve educational and employment choices and pathways. This position reports to and works closely with CSW's Director of Competencies & Credentials and will work with team members across the organization on various projects.

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

Essential Responsibilities and Competencies

- **Knowledge and Expertise:** Demonstrates a comprehensive understanding of the role of short-term and incremental credentialing, competency-based learning and skills-based hiring in the workforce development ecosystem. Stays informed about research, policy, and practice within the field and provides thought leadership for team members, clients, and funders. Identifies and recommends how best to implement competency data analysis, tool development, and workforce strategy design projects. Delivers through various entry points such as the development of promising practices, front-end assessment, evaluation, strategy development, reporting, facilitation and advising. Uses expertise,

research, data, and information to generate and share knowledge, insights, and learning internally and externally with a variety of audiences.

- **Project Development/Marketing/Sales:** Co-develops concepts and proposals to promote and expand/build on existing or to generate new projects. Identifies potential products or processes that fill a client/community need within and across projects and/or the workforce system. Contributes material (blogs, thought pieces, webinars) to support CSW and strategy area development.
- **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.
- **Project Management:** Works with Director to establish project teams, roles and responsibilities. Leads client projects as required. Monitors and ensures client satisfaction and project successes. Delivers projects on time, on spec, and on budget. Ensures project learning is articulated and shared within and across CSW teams and programs.
- **Client Relationships:** Provides timely status updates and feedback to clients. Reads and understands the context in which the client works, including political, cultural, sector-based constraints and opportunities. Recognizes and manages project scope creep and addresses project challenges in a timely and effective manner. Engages team, client, contractors and vendors in iterative feedback loops to ensure shared understanding of project, project plan, work implementation, expectations, learning, and changes in context/conditions that impact project outcomes.
- **Organizational Development:** Promotes the health and vitality of CSW to embody its mission, vision and values. Works within a whole system and contributes to the development of inclusive strategies for organizational change, transformation, and alignment. Participates in one or more of CSW's strategy teams as part of overall organizational development efforts. Identifies ways for CSW to engage in continuous innovation grounded in mission and values. Participates as a positive, open-minded, and supportive team member.

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 in Ann Arbor, MI but CSW team members are located around the country, with most working from home offices. Limited 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 **FLSA Status:** Exempt **Posting Dates:** November 4 to filled

Salary: The salary range is \$90,000 - \$110,000 and is 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: Kysha Frazier, Vice President Policy & Strategy, kfrazier@skilledwork.org.