



Hiring – Senior Policy Associates

CSW Teams: Federal, State and Local Systems Change; Trauma and Resilience at Work

Full Time | Remote

About Us

For almost 34 years, [Corporation for a Skilled Workforce](http://www.skilledwork.org) (CSW) a national 501(c)(3) workforce policy and systems change non-profit organization, has been on the forefront of catalyzing 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. We also collaborate with change makers to develop strategies, identify evidence to inform solutions, build the capacity of organizations, manage initiatives, and evaluate lessons learned.

Position Summary

CSW is seeking candidates to fill two Senior Policy Associate roles, one each within two of our strategy teams. Senior Policy Associates have a deep understanding of workforce policy and practice at the national, regional, and/or community levels. Senior Policy Associates have experience transforming workforce systems and advancing public and privately funded innovation initiatives. They understand the gaps and inequities in the workforce development system and are skilled at implementing more effective strategies and approaches. Senior Policy Associates support projects that advance CSW's focus on reducing poverty, increasing economic mobility for low-wage workers, and addressing racial disparities within our field.

Senior Policy Associates use their expertise to lead projects with independence, which includes coordinating the work of other CSW team members, managing client/partner relationships, and keeping projects on track and on time. Senior Policy Associates also use their experience to co-develop leading-edge ideas and fundable high-impact initiatives focused on equitable results for job seekers. These positions report to and work closely with the CSW Director for the specific team and will work across the organization on various projects. Additional position details for each strategy team are summarized below:

Federal, State & Local Systems Change Team (FSL)

This team works to challenge the way systems operate and to co-design approaches that strip away outdated assumptions to make them more culturally and economically relevant. Candidates for this Senior Policy Associate role have experience and expertise in systems

change and transformation within the workforce development sector. While subject to change, it is expected that the Senior Policy Associate will initially lead a youth workforce systems change initiative and direct a statewide transition and worker reskilling initiative, in addition to other assignments. This strategy team's focus includes:

- Designing federal, state, and local workforce system strategies.
- Developing implementation strategies for key services and introducing new services and tools.
- Analyzing and applying best practices and innovations that improve system processes and impacts.
- Building cross-system interconnections including organizations within workforce, community development, human services, and education.
- Delivering technical assistance, developing strategy, and providing real-time guidance on workforce change.

Trauma and Resilience at Work Team (T&R)

This team advances workplaces and workforces that are culturally responsive, trauma-informed, healing-centered, resilience-building, and supportive of mental well-being. Candidates for this Senior Policy Associate role have experience working with partners to reduce the stigma of trauma and mental health in workforce development and the workplace; educating employees at all levels within organizations on trauma, resilience, and mental health; advancing trauma-informed, resilience-building, and mental health in supportive organizations and companies; and promoting policies and systems that codify and sustain this work. While subject to change, it is expected that the Senior Policy Associate will initially lead employer workplace mental health initiatives in two state workforce agencies. This is a 17-month grant-funded position and has the potential for longer-term engagement upon additional funding.

This strategy team's focus includes:

- Designing and implementing training initiatives and workshops, as well as content and resource creation and promotion.
- Providing organizational coaching.
- Working with leaders in organizations, agencies, and associations to develop strategies for advancing trauma-informed and resilience-building systems.
- Conducting research and field-building, including raising awareness of the challenges and effective approaches, connecting allies for broader change, and promoting system change.

Essential Responsibilities

Knowledge and Expertise

Federal, State & Local Systems Change team: Demonstrates a comprehensive understanding of the various aspects of the US workforce system, innovative and evidence-based initiatives, particularly those in our current areas of focus as mentioned above, and public policy. Identifies and recommends best practices to implement federal, state and local system change projects. Experience in workforce policy assessment, synthesis, and application to advance strategy and program implementation. Skilled at developing materials for communicating strategy and

driving decisions for multiple audiences, including policy makers, administrators, and practitioners.

Trauma and Resilience at Work team: Understands relevant research, effective practices and approaches, and systemic changes needed to advance trauma-informed, resilience-building, equitable, and mentally healthy organizations and systems. Has expertise and experience with the affects of trauma in the workplace and designing effective approaches to mitigate, address, heal from, and build resilience, including Adverse Childhood Experiences (ACEs), collective trauma, racial trauma, trauma due to socioeconomic factors, toxic stress, and workplace challenges. Skilled at training adult learners, coaching teams and organizations, coordinating partners and multi-component projects, and engaging stakeholders from a variety of contexts, i.e., workforce development, mental health, private sector employers, policy, practice. The Senior Policy Associate will also have expertise in fund development.

Both Teams: Stays informed about research, policy, and practice within the field and provides thought leadership for team members, clients, and funders. Proficient in identifying and recommending best practices that advance program effectiveness and sustainability. Possesses expertise in designing, implementing, and documenting effective program models through various methods 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. Maintains nimbleness to support overall CSW efforts. Senior Policy Associates for both teams will have a minimum of five years of relevant professional experience leading national or statewide projects.

Market & Business Development and Sales

Co-develops new revenue generating concepts and proposals or those that build on existing 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 and outcomes. Applies strategies to increase equity on projects and through their own internal work. Threads social justice into programs, projects, and goals. Uses reflective thinking to gain insight into assumptions, world views, bias, and beliefs. Engages in professional development opportunities for increasing economic advancement of learners and workers.

Project Management

Senior Policy Associates lead 2 to 3 projects at a time, while also contributing 2 to 3 additional projects within team or across CSW teams. As the project lead, Senior Policy Associates work with their team director to establish project team member roles and responsibilities. They monitor and ensure client satisfaction and project successes. Senior Policy Associates deliver projects on time, according to their specifications, and on budget. They ensure that project learnings are articulated and shared within and across CSW teams.

Organizational Development

Promotes the health and vitality of CSW to embody its mission, vision, and values. Contributes to organizational culture by having a positive perspective, open mind, and supportive attitude toward others. Participates in one or more of CSW's internal teams as part of overall organizational development efforts, including Racial Equity & Inclusion, Project Management,

Communications, and Employee Engagement. Identifies ways for CSW to engage in continuous innovation grounded in mission and values.

Compensation

Employee compensation includes: 1) competitive salaries; 2) benefits, 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, flexible sick time, supportive work culture, an informal work environment, and the ability to work from home.

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

Work Location

Flexible work location. CSW is headquartered in Michigan, but CSW team members are located around the country, working from home offices. We anticipate up to 20% travel will be needed in these positions.

Salary

The entering salary range for Senior Policy Associates is \$90,000 - \$120,000 and is commensurate with the qualifications and experience of the selected candidate.

Full/Part Time: Full-Time

FLSA Status: Exempt

Posting Dates: 4/15/25 – 5/2/25

To Apply

Submit a resume and cover letter identifying the specific team(s), addressing your specific interest in the position(s), and outlining your skills and experience that directly related to the position(s) via the following application link:

[Senior Policy Associate Application](#)

Any questions about this process can be emailed to Debbie Charlton, Board Secretary and Senior Support Specialist, dcharlton@skilledwork.org, with the specific position(s) in the subject line.