



# Hiring – Senior Policy Associate

CSW Team: Federal, State and Local Systems Change

Full Time | Remote

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## About Us

For 35 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 a Senior Policy Associate role within our Federal, State & Local Systems Change strategy team. Senior Policy Associates have a deep understanding of workforce policy and practice at the national, regional, and/or community levels. The Senior Policy Associate has 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. The Senior Policy Associate supports projects that advance CSW's focus on reducing poverty, increasing economic mobility for low-wage workers, and addressing racial disparities within our field.

The Senior Policy Associate uses their expertise to lead projects with independence, which includes coordinating the work of other CSW team members, managing sophisticated client and partner relationships, and keeping projects on track and on time. The Senior Policy Associate role also uses their experience to co-develop leading-edge ideas and fundable high-impact initiatives focused on equitable results for job seekers. This position reports to the Director of Federal, State, and Local Systems Change team.

## Federal, State & Local Systems Change Team

This team works to challenge the way systems operate and to co-design approaches that strip away outdated assumptions to make them more culturally and economically relevant.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 support signature projects including



those focused on redesigning systems for unemployment recipients, and state and local workforce development board systems change in addition to other assignments. This strategy team's focus includes:

- Designing federal, state, regional, and local workforce system change strategies.
- Developing implementation strategies for key services and introducing new services and tools for clients and partners.
- Analyzing and applying best practices and innovations that improve system processes and impacts.
- Building cross-system interconnections within workforce development, economic development, human services, and education.
- Delivering technical assistance, developing strategy, and providing real-time guidance on workforce change.
- Providing expertise in the areas of strategic planning, sector partnerships, industry transitions, and/or apprenticeship development.

## 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 policy and practice transformation across federal, state, and local contexts. 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 policymakers, administrators, and practitioners.

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. The Senior Policy Associate will have a minimum of five years of relevant professional experience leading national or statewide projects.



### Marketing, Business Development & Sales

Develops new revenue generating concepts and proposals or those that build on existing projects. Identifies potential products, strategic opportunities, or processes that fill a client or community need within and across projects and/or the workforce system. Contributes material (blogs, thought pieces, webinars) to support CSW and strategy area development. Demonstrates thought leadership by implementing strategies that increase visibility and reinforce CSW's positioning. Monitors emerging trends, policies, and market signals to identify strategic opportunities and inform recommendations for CSW's growth and positioning.

### Organizational Development

Contributes to organizational improvement by generating ideas, testing enhancements, and identifying ways for CSW to engage in continuous innovation grounded in mission and values. Supports team strategy by aligning project work with organizational priorities and executing assigned actions that advance shared goals. Applies established tools and standards to ensure high-quality data, analysis, and reporting across projects. Engages actively across teams to support coordination, share project learning, and contribute to overall organizational performance.

### Racial Equity and Inclusion

Applies reflective and critical thinking to identify and address bias and inequity by examining assumptions, language, data, and project decisions and documenting areas for improvement. Integrates equity, social justice, and advocacy into project work through inclusive practices, equity-driven questions, and culturally responsive approaches across scopes, plans, and deliverables. Advances equity-focused strategies by elevating equity considerations in team and client discussions and contributing ideas that strengthen CSW's REI commitments.

### Project Management

Leads multiple projects within the team or across CSW teams. Develops and manages comprehensive project plans by defining timelines, roles, milestones, and deliverables, and coordinating team activities to ensure alignment and progress. Uses organizational tools and templates to track tasks, monitor timelines, and maintain accurate project documentation. Cultivates and manages strong relationships with partners, funders, and clients through clear communication, expectation-setting, and responsive issue resolution, while monitoring scope, risks, and incorporating learning cycles to strengthen outcomes. Leads grant and funder reporting to ensure accurate documentation of milestones, data, and impact, and supports the development of sustainable solutions beyond the project period.

### Research & Facilitation

Conducts high-quality environmental scans and qualitative analyses using rigorous, valid methods that ensure accuracy and alignment with project objectives. Applies ethical, culturally responsive, and community-informed research practices that protect participant information and address equity in both design and interpretation. Synthesizes and communicates findings



through clear reports, visualizations, presentations, and summaries tailored to diverse audiences. Facilitate effective discussions, meetings, and trainings with stakeholders, partners, and communities to support shared learning, interpretation, and informed decision-making.

## 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, professional development opportunities, 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 this position.

## Salary

The entering salary range for Senior Policy Associate 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:** 2/24/26 – 3/13/26

## To Apply

Submit a resume and cover letter addressing your specific interest in the position, and outlining your skills and experience that directly relate to the position 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](mailto:dcharlton@skilledwork.org), with the specific position in the subject line.