



State Leaders Connecting Learning to Work

Position Title: Senior Policy Associate

Primary Responsibilities

Advance CTE: State Leaders Connecting Learning to Work is seeking a Senior Policy Associate. The ideal candidate will have education or workforce policy experience, project management skills, a desire to go deep within a focused policy area and be a team player committed to getting results in a fast-paced environment. This position offers a unique opportunity to engage with a wide variety of stakeholders and partners, lead projects that will impact learners across the nation, and be part of an organization committed to ensuring each learner has access to high-quality Career Technical Education (CTE) and preparation for the career of his or her choice.

About Advance CTE

Established in 1920, Advance CTE is the longest-standing CTE-focused national non-profit, representing State Directors and state leaders responsible for secondary, postsecondary, and adult CTE across all 50 states and U.S. territories. Our mission is to support visionary state leadership, cultivate best practices and speak with a collective voice to advance high-quality CTE policies, programs and pathways that ensure career success for each learner. For more information, see www.careertech.org

Primary Responsibilities:

The Senior Policy Associate, who will report to Deputy Executive Director, will:

Manage the Career Clusters Revision

- Oversee a multi-year, inclusive effort to revise the National Career Clusters® Framework, the main organizing framework for the CTE system.
- Ensure Advance CTE members and key stakeholders are engaged actively and regularly informed on progress throughout the revision process.
- Manage the work of external consultants/contractors.
- Lead the development of communication and implementation resources to support state and local adoption and implementation of the updated Framework.

Support Advance CTE's Federal and State Policy Strategies

- Develop resources, such as briefs, case studies, blogs and fact sheets, that support the adoption and implementation of high-quality CTE state and federal policies and programs
- Attend and support Advance CTE conferences and meetings.
- Actively support the Advance CTE mission, vision, strategic plan and membership.

Advocacy, Outreach & Partnerships

- Serve as a compelling and articulate spokesperson representing the interests of Advance CTE and its members.
- Develop an ongoing understanding of the CTE environment and the role of Advance CTE and the Career Clusters in serving the CTE community.
- Develop, maintain and grow partnerships with national organizations in support of Advance CTE's policy initiatives and the revision of the Career Clusters.
- Respond to relevant Advance CTE member and stakeholder requests, as well as actively engage and inform members of relevant resources, partnerships, information, etc.

This position may require frequent local and non-local travel to national conferences and states, staying within established spending guidelines, and the ability to work flexible hours in response to member requests and actions. Also, the position requires a collaborative spirit and willingness to pitch in for others duties as assigned as and when needed.

Required Qualifications & Skills:

- A minimum of five years of professional experience in a state education agency, intermediary organization, postsecondary institution, school district, or national nonprofit organization with a focus on education and/or workforce development policy
- Bachelor’s degree or master’s degree with focus on public policy, public administration, or education
- Experience managing multi-faceted projects
- Strong facilitation and consensus building skills
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, Board members, staff, State CTE Directors, business and industry partners, community partners, government officials
- Ability to think critically, use good judgment, problem solve and present complex ideas clearly (i.e., for a layperson’s understanding)
- Ability to work independently, accurately and meet deadlines and simultaneously manage multiple projects/tasks
- Excellent English language oral and written communication skills,
- Experience writing for a policy audience, including the ability to create clear visuals that represent data, trends and information
- Ability to handle confidential and sensitive information with discretion
- Knowledgeable of standard office equipment, as well as proficiency with computer software programs, such as Word, Excel, PowerPoint
- Hold a valid driver’s license within the commuting areas, have access to a reliable car with current insurance or access to a reliable/flexible transportation source

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift, carry, push, pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Supervision Received: The Senior Policy Associate works under the direction of the Deputy Executive Director

Supervision Exercised: None

How to Apply: Please submit a cover letter, resume, two writing samples, a list of at least three professional references and salary requirements to careers@careertech.org by May 10, 2019.