



**Position Title:** Policy Associate

### **Primary Responsibilities**

*Advance CTE: State Leaders Connecting Learning to Work* is seeking a Policy Associate to help advance the organization's state and federal policy priorities and initiatives. The ideal candidate will have policy experience in the field of education or workforce development, 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 provides a unique opportunity to conduct key research and develop resources leveraged by state leaders, national partners and other key stakeholders to help ensure each learner has access to high-quality Career Technical Education (CTE) and preparation for the careers of their 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.

Our organizational culture and core values are guided by our [vision](#) and [equity](#) statements, which are driven by a fierce commitment to serving our members and increasing equitable access and success in high-quality CTE. To achieve this, we are a highly collaborative team that values initiative. We hold ourselves to high expectations in terms of being content experts who are inquisitive learners, producing best-in-class work, being efficient and productive and balancing listening and leading. We respect and expect strong communication (written and verbal) and encourage staff to identify improvements and contribute to building solutions. For more information, see [www.careertech.org](http://www.careertech.org).

### **Job Responsibilities:**

The Policy Associate will:

- Directly support and advance Advance CTE's policy and technical assistance strategy:
  - Actively support Advance CTE's work on a multi-year, multi-site project on career readiness and student completion of high-quality career pathways, including responding to site requests for policy-based research and analyses and tracking and documenting state and local progress.
  - Actively support Advance CTE's work on area technical education centers, which may include analyzing national data; conducting and analyzing survey results; participating and taking notes at interviews and site visits; and coordinating logistics of calls, meetings and site visits.

- Research and develop written resources, including briefs, case studies, blogs, tools/templates, and fact sheets, which highlight promising practices and support the adoption and implementation of high-quality CTE policies and programs of study.
  - Assist with provision of technical assistance to states, including conducting research, developing tools and frameworks, coordinating logistics of meetings and calls, and participating in and taking notes at site visits.
  - Track, in real-time, the adoption and implementation of state and federal legislation, policies and practices that impact CTE within and across states.
  - Assist with the development and delivery of content at meetings, site visits, expert roundtables and working groups.
- Engage with and support Advance CTE members:
    - Respond to member requests for policy-based research and analyses.
    - Coordinate with other staff to produce newsletters, blog updates, research briefs, legislative briefing papers, analyses, social media/web content, presentations, articles, etc. to ensure the Advance CTE membership is up-to-date on relevant research that impacts or affects CTE.
    - Attend and support Advance CTE conferences and meetings.
- Participate in outreach and engagement activities:
    - Develop an ongoing understanding of the CTE environment and the role of Advance CTE in serving the CTE community.
    - Develop, maintain and grow partnerships with national organizations in support of Advance CTE's policy initiatives.

### **Required Qualifications & Skills:**

- Advance CTE values both education and work experiences that demonstrate the ability to perform the essential duties and responsibilities of this position and estimates that a minimum of two to four years of related experience is necessary to carry out the duties of this position. In your cover letter, explain how your combination of education and work experience demonstrates your ability to develop and share knowledge that empowers the field.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, members, staff, board members, staff, government officials and partners.
- Ability to think critically, use good problem solving judgment, and synthesize complex ideas and present them in a style 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, proficiency in spelling, punctuation, citations, footnoting, grammar and content, and experience with public speaking in a style appropriate to the audience.

- Excellent organizational skills and attention to detail.
- 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 and PowerPoint.
- Hold a valid driver's license within the commuting areas and have access to a reliable to a reliable/flexible transportation source.

**Preferred Skills:**

- Knowledge of/experience in the field of education or workforce development.
- Experience working with a nonprofit, membership organization and/or with states.
- Preference for experience working with large-scale data sets, including federal education data managed at the National Center for Education Statistics.

**Travel Required:** Up to 20% of the employee's time may be spent on non-local travel to carry out the duties of the position.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, sit, crouch, kneel, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. 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 Policy Associate works under the direction of the Director of Strategic Initiatives.

**Supervision Exercised:** None

**Compensation:** Compensation depends on experience and is competitive with the education non-profit sector. Benefits include, but are not limited to: a casual work environment and no cost health care for the employee; phased in benefits include a \$155 per month transportation subsidy, 9% contribution to 401(k) plan (no match required), and the week off between Christmas and New Year.

**How to apply:** Please submit your resume, a writing sample, three professional references and your salary range to [careers@careertech.org](mailto:careers@careertech.org) by November 12, 2019. Incomplete applications will not receive consideration.