

ADVANCE CTE

State Leaders Connecting Learning to Work

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, 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 all students have access to high-quality CTE and preparation for the careers of their choice.

About Advance CTE

Advance CTE supports an innovative Career Technical Education (CTE) system that prepares individuals to succeed in education and their careers and poises the United States to flourish in a global, dynamic economy through leadership, advocacy and partnerships. 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. For more information, see www.careertech.org

Job Responsibilities:

The Policy Associate will:

- Directly support and advance Advance CTE's state policy and implementation strategy
 - Oversee and maintain the *Learning that Works Resource Center*, a curated web-based collection of best practices, resources and policies
 - Track in real-time the adoption and implementation of state and federal legislation, policies and practices that impact CTE within and across states
 - 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
- Member Engagement
 - 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 effects CTE
 - Attend and support Advance CTE conferences and meetings
- Outreach & Engagement
 - 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:

- Bachelor's degree or equivalent with focus on public policy, public administration, or education plus three years of related experience (or relevant Master's degree)

- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, government officials, State CTE Directors, key stakeholders, community partners
- Ability to think critically, use good problem solving judgment, and take 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; including public speaking with a style appropriate to the audience
- Ability to handle confidential and sensitive information with discretion
- Knowledgeable of standard office equipment, as well as proficient 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

Preferred Skills:

- Knowledge of/experience in the field of education or workforce development
- Experience working with a nonprofit, membership organization and/or with states

Supervision Received: The Policy Associate works under the direction of the State Policy Manager

Supervision Exercised: None

Compensation depends on experience and is highly competitive.

How to apply:

Please send a cover letter, resume, two writing samples, and reference and salary history to careers@careertech.org by January 31, 2018.