



NATIONAL SKILLS COALITION  
Every worker. Every industry. A strong economy.

August 2019

## JOB ANNOUNCEMENT

**Job Title: State Network Manager**

**Location: Washington, DC**

[National Skills Coalition](#) (NSC) is advocating for an America that grows its economy by *investing in its people*, so that every worker and every industry has the skills to compete and prosper. We engage in organizing, policy analysis, advocacy, and communications to advance state and federal policies informed by the on-the-ground expertise of our diverse network.

The state network manager will work with the State Network Director, other NSC staff, and state partners to support the development and promotion of NSC's [SkillSPAN](#) (Skills State Policy Advocacy Network) – a first-ever national network of state coalitions working to [advance state skills policies](#). The state network manager will work to coordinate NSC staff capacities to provide customized technical assistance to state coalitions toward policy impacts. The state network manager will also help the state team develop policy peer learning opportunities across state coalitions.

### *General Responsibilities:*

- In consultation with state network director and other NSC staff, support maintenance and growth of SkillSPAN network
- Assist state network director in assessing the needs of state coalitions for technical assistance and in coordinating NSC staff capacities to provide more intensive technical assistance resources
- Work with NSC staff to develop and manage cross-state academies and peer learning opportunities
- Perform ongoing research to assess advocacy opportunities in states and inform advocacy strategies
- Work with NSC network and communications staff to raise visibility of network activities and partners
- Provide oversight of in-person and virtual network convenings
- Manage database activities to track state network activities and report on metrics
- As needed, perform analysis in partnership with state policy team

### ***Qualifications:***

- Strong interpersonal, collaborative skills, including ability to communicate persuasively and engage NSC's diverse member base
- Demonstrated ability to organize a diverse set of stakeholders to advocate on policy issues
- Proactive, problem solving orientation
- Ability to manage projects, meet deadlines, and work independently
- Attention to detail
- Public speaking (ability to effectively engage and communicate with target audiences)
- Written communication (ability to effectively communicate to target audiences)
- Knowledge of the state policy process, environment, and stakeholders
- Knowledge of postsecondary and workforce development policy and policymaking
- Knowledge of postsecondary and workforce development field, practitioners
- Effectively uses technology to communicate/collaborate with colleagues and manage work
- Commitment to advancing equity through skills policies
- Curiosity and interest in translating practitioner expertise to the policy world and vice-versa
- Willingness to travel within the U.S.

***Location:*** Washington, DC. This position will be based at NSC's main office in Washington, DC with up to 15% monthly travel required.

***Compensation:*** Competitive salary. Excellent benefits package, including employer-paid health and dental, retirement plan, life and disability insurance, and generous vacation policy.

*National Skills Coalition is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply.*

**To Apply:** Please email cover letter with resume to [jobs@nationalskillscoalition.org](mailto:jobs@nationalskillscoalition.org) with the subject line: *State Network Manager*. No phone calls please. Only qualified candidates will be contacted. Applications will be accepted until the position is filled. Early applications are encouraged.

**More about NSC:** National Skills Coalition is a broad-based coalition of small businesses, labor affiliates, community organizations, community colleges, workforce boards and grassroots advocates who have joined together to change how America invests in its people, so that every worker and every industry has the skills to compete and prosper. We want to restore the profile of the middle-skilled careers that once built America's middle class, and which continue to represent the majority of good jobs in the U.S. economy. To pursue those policy reforms, our 20-person staff works with a diverse "network of networks" that numbers nearly 20,000 contacts throughout the country. We organize policy campaigns, analyze policies through a variety of publications, provide technical assistance to policymakers, communicate to the press, and advocate with our grassroots members and allies for state and federal policy reforms. We have a 15-year track record of success—having been twice named the most impactful national organization in the workforce development field—informing policies that have changed the lives of millions of individuals and thousands of businesses.