Title: **State Network Manager**  
Reports to: State Network Director  
Updated: May 2019

**MISSION OF NATIONAL SKILLS COALITION**

[National Skills Coalition](#) is a broad-based coalition working toward a vision of 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, technical assistance, communications and advocacy to advance state and federal policies informed by the on-the-ground expertise of our diverse “network of networks” of members and allies.

**POSITION SUMMARY**

Support the development and promotion of a network of state coalitions working to advance policies that support industry engagement, skills equity, public accountability and job-driven investment in collaboration with NSC staff, national partners, and local coalition leads. Assist State Network Director in coordinating NSC staff capacities (policy analysis/development, coalition building, communications, and policymaker engagement) to provide customized technical assistance to state coalitions toward policy impacts. Help State Network Director develop peer learning opportunities across coalitions.

**DUTIES AND RESPONSIBILITIES**

**Network Development and Maintenance**
- **Stakeholders**: Support maintenance and growth of the state network  
- **Marketing**: Work with state network director and communications staff to raise visibility of network activities and partners  
- **Convenings**: Oversee logistics for in-person and virtual network convenings  
- **Data and Metrics**: Manage database to track state network activities and report on metrics

**Policy**
- **Policy Analysis**: As needed, perform analysis in partnership with state policy team

**Advocacy**
- **State-Facing Team Support**: Support NSC’s staff-facing team in achieving policy impacts by maintaining systems for tracking strategies and associated staff activities and by providing support for internal state-facing meetings
• **State Prospects:** Perform ongoing research to assess advocacy opportunities in states and inform advocacy strategies.

• **Technical Assistance:** 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, including peer learning.

**CORE COMPETENCIES**

• Knowledge of postsecondary and workforce development policy and policymaking
• Knowledge of postsecondary and workforce development field, practitioners
• Written communication (ability to effectively communicate to target audiences)
• Public speaking (ability to effectively engage and communicate with target audiences)
• Strong interpersonal, collaborative skills
• Proactive, problem solving orientation
• Ability to manage tasks and projects and meet deadlines
• Attention to detail
• Effectively uses technology to communicate/collaborate with colleagues and manage work