



Position: Workforce & Strategic Initiatives Associate

Reports to: Director of Workforce Initiatives

The Greater Washington Partnership is seeking a Workforce and Strategic Initiatives Associate to develop and implement the organization's range of strategic initiatives, with the role particularly focused on workforce development in the Capital Region. As a member of a fast paced, high-energy team, this individual will have day-to-day responsibility for various aspects of the Partnership's skills and talent agenda and additionally will contribute towards the advancement of other Partnership initiatives.

Specific Responsibilities

- Develop and execute the Partnership's "digital tech talent" initiatives, with emphases on higher education-business partnerships and secondary-to-postsecondary STEM pathways. Activities will include:
 - Establishing and maintaining relationships with industry, education and workforce leaders.
 - Analyzing labor market and education data, trends and outcomes to develop actionable insights and recommendations.
 - Researching effective practices and policies to inform the Partnership's talent strategies and initiatives.
 - Evaluating state and local education and workforce policy, as needed, and developing Partnership's policy position.
 - Drafting research and policy briefs, social media content, and presentation materials.
- Support the development and implementation of other potential Strategic Initiative priority areas, including new topics and new ideas to drive the Partnership's ongoing issue-oriented agenda.
- Serve as a thought partner and engage in team problem solving across strategic initiatives.
- Provide project management within and across projects.
- Support the Partnership's communications strategies to elevate awareness and prioritization of talent and skills development and other economic growth drivers in the region.
- Represent the Partnership with Board member organizations and external stakeholders.

Qualifications and Experience

- Professional experience in a role requiring project coordination and analytical problem solving, ideally in post-secondary education, and/or workforce development
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- Results-oriented individual, with a proven track record of achievement across both professional and educational experiences
- Proven ability to handle multiple assignments simultaneously
- Strong presence with ability to represent the Partnership with leaders across sectors
- Ability to thrive in a fluid, fast-paced start-up environment
- Bachelor's degree required
- Expertise around digital technology or STEM education is desired
- Familiarity with the Capital Region and regional stakeholders is desired

Description of Organization

The Capital Region of Baltimore, Richmond and Washington is an economic powerhouse – the 3rd largest regional economy in the United States and 7th largest in the world – but our growth has slowed and unless we change our region's trajectory, despite our numerous strengths, we will get left behind by our peers around the world and miss our opportunity to lead and prosper.

To do that, on many of our most pressing economic issues we must start acting on regional solutions, not just local ones, that overcome the jurisdictional boundaries that have too often impeded progress, give us the necessary scale to compete in an increasingly competitive global economy, and deliver new sources of growth to end our over-reliance on the federal government as our region's source of economic well-being.

The Greater Washington Partnership was formed to help address these issues and break down the barriers that hold back solutions. The Partnership is a first-of-its-kind civic alliance of CEOs in this region – drawing from the leading employers and entrepreneurs – that together employ more than 175,000 people in the Capital Region – committed to being part of the solution.

The Partnership is committed to being action-oriented and focusing on a limited set of issues where a regional, fact-based approach can make real progress toward achieving our vision. Our actions will fall into three categories:

- We will work to help align the region behind the most-pressing problems to ensure that we are collectively focused on the right agenda
- We will identify, scale, and where-needed create, programs and partnerships that have measurable impact on our region's pressing issues





GREATER WASHINGTON PARTNERSHIP

FROM BALTIMORE TO RICHMOND.
FOSTERING UNITY. ADVANCING GROWTH.

- We will provide our collective and individual voices to advocate for smart solutions and policies that move our region toward the future we all desire

Contact:

Jessica Wright

Director of Planning & Operations

jwright@greaterwashingtonpartnership.com

