



## **National Association of State Workforce Agencies (NASWA) Program Analyst, National Labor Exchange (NLx)**

### **Background**

The National Association of State Workforce Agencies (NASWA) is the national organization representing all 50 state workforce agencies, D.C. and U.S. territories. These agencies deliver training, employment, career, and business services, in addition to administering the unemployment insurance, veteran reemployment, and labor market information programs. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.

### **Background on CESER**

The Center for Employment Security Education and Research (CESER) is the leading education, research and information technology center focused on workforce development and unemployment insurance issues offering services to a diverse group of stakeholders, most notably state workforce agencies and their federal partners.

### **The National Labor Exchange (NLx)**

The National Labor Exchange (NLx) is a partnership between NASWA and DirectEmployers Association. The NLx collects and distributes job openings exclusively found on corporate career websites and state job banks. All openings are unduplicated, currently available, and from vetted employers. In 2019, the NLx made available over 15 million unduplicated job openings, from tens of thousands of employers of all sizes.

### **Brief Overview of Position**

The Program Analyst will provide high-level support to the NLx Director and the NLx team. The Program Analyst will conduct research, prepare and analyze surveys and statistical reports, handle information requests from state members, help manage relationships with external partners, and perform other tasks such as arranging conference calls, preparing meeting materials, and responding to operational requests.

### **Roles and Responsibilities**

- Offer support on day-to-day activities of the NLx, which may include assisting with project management, communicating with partners, responding to technical assistance requests from employers and state members, and organizing files.
- Oversee surveys on state labor exchange activities and prepare presentations/reports to capture progress in important categories.
- Develop training materials for state members and partners when appropriate.
- Collect and synthesize research findings for externally funded projects, and draft white papers, presentations, and reports as needed.
- Collect and analyze monthly job data and microsite (web traffic) analytics.
- Support relationships with NLx partners like LinkedIn, the T3 Network, and veteran services organizations.



- Conduct spot checks and do research on public/private job boards to help inform NLx operations.
- Monitor job feed transfer issues and other quality control areas.
- Update and maintain NLx program contact lists.
- Update and maintain the NLx calendar of events.
- Maintain access logs for the VETcentral Employment Service Delivery System email and reporting dashboard.
- Represent the NLx at relevant meetings and conferences.

### **Competencies and Skills**

- Proficiency in Microsoft Office products (Word, PowerPoint, Excel, and Outlook).
- Skills in reading, listening, identifying problems, and perceiving business and social situations.
- Ability to complete critical short-term tasks while still making progress on long-term tasks with minimal supervision.
- Ability to maintain relationships with various stakeholders at multiple levels of an organization.
- Ability to work in an open office environment as well as with a widely distributed virtual staff and several partner organizations.
- Strong oral and written communication skills.
- Ability to be punctual, reliable, composed, honest, ethical, and flexible.
- Ability to work both independently and in a team.
- Intellectual curiosity and a spirit of innovation.

### **Experience**

**Required:** 2+ years of office or related work experience.

**Preferred:** Interest or experience in public policy, the workforce development system, data analytics, and/or technology.

### **Education (including credentials, certificates, etc.)**

**Required:** Bachelor's degree in a related field or equivalent mix of education and work experience.

**Preferred:** Economics or data science coursework.

### **Job Details**

Location: Washington D.C.  
Report to: Director, National Labor Exchange  
Salary: \$50,000 – \$54,000, commensurate upon experience.



Benefits: Employee benefits include eleven paid holidays (plus Inauguration Day), accrued annual and sick leave, employer-paid health, vision and dental insurance, life insurance, long-term disability insurance, travel insurance, 401k plan and parking or subway/bus subsidy (if based in the Washington, DC area).

Travel: The position might require occasional travel for relevant meetings and trainings.

### **APPLICATION DEADLINE**

**A cover letter and a resume must be received by close of business September 4, 2020. Please send all information via email to:**

**Charlie Terrell, NLx Director, NASWA at [cterrell@naswa.org](mailto:cterrell@naswa.org). No phone calls please. In subject line please put NLx Program Analyst Job Application**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

NASWA is an equal opportunity employer. NASWA does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, marital status, military status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation or any other characteristic protected by federal or District of Columbia law. Our non-discrimination policy applies to all facets of employment, including recruiting, hiring, employment, promotion, demotion, dismissal, compensation, and training opportunities.