



National Association of State Workforce Agencies (NASWA) Project Manager, NLx (8-Month Contract with Possible Extension)

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.

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 2018, the NLx made available over 16 million unduplicated job openings, from tens of thousands of employers of all sizes.

Brief Overview of Position

The Project Manager is an eight-month contract position (with possible extension) supporting Phase I of an externally-funded project. Under the direction of the NLx Director, the Project Manager will oversee the coordination and completion of all aspects of the project on time within budget and within scope. The Phase I deliverables include:

- Launch of an NLx Data Hub;
- Protocol document outlining governance and procedures to make raw data available to researchers and the public;
- Report on the strengths, limitations, and recommended use cases of NLx data for real-time labor market information (LMI); and
- List of potential use cases for the development of customized worker- and learner-centered LMI tools.

Roles and Responsibilities

- Work closely with the three collaborator organizations, the funding organization, members of the Advisory Workgroup, consultants, and other stakeholders to ensure the timely delivery of project objectives.
- Assist in the definition of project scope, invoking all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to monitor progress, including a schedule to track progress against pre-defined metrics. Manage changes to the project scope, schedule, and costs using appropriate verification techniques.
- Develop risk management and quality control plans.
- Ensure resource availability and allocation.
- Develop and maintain detailed budgets for the overall effort.



- Manage all project documentation and necessary reporting to the National Science Foundation.
- Provide project status updates to the NLx Director, NASWA leadership, and other stakeholders as required.
- Assist with the formal evaluation of the Phase I project.
- Provide recommendations for the Phase II project proposal, and coordinate the delivery of the proposal by the end of February 2020.

Competencies and Skills

- Theoretical and practical project management knowledge.
- Proficiency with a variety of technology tools for project management.
- Skills in strategic planning, budgeting and financial analysis, risk management, time management, and/or change management.
- Proven ability to set a vision and plan for the assigned effort.
- Ability to build and maintain relationships with various stakeholders at multiple levels of an organization.
- Ability to oversee the financial aspects of projects and operations, including compliance with the Cost Principles of 2CFR 200.
- Excellent presentation, facilitation, listening, and public speaking skills.
- Excellent written communication skills, with the ability to convey complex ideas in a clear and concise manner.
- Skills in contract negotiation, contract resolution, and grant writing (preferred).
- Skills in using tools in the Microsoft Office Suite, Slack, SmartSheet, etc.

Experience

Required:

- 5+ years in a project management/leadership role

Preferred:

- Experience managing a federally-funded project
- Experience writing and executing grant proposals
- Knowledge of the public workforce system, data sharing and governance, labor market information, online recruitment, and/or technologies for learners and workers.

Education (including credentials, certificates, etc.)

Required: Bachelor's degree in a related field

Preferred: Project Management Professional (PMP) certification

Job Details

NASWA is an Equal Opportunity employer.



Location: Washington D.C. preferred, or virtual.
Report to: Director, National Labor Exchange
Term: October 1, 2019 – May 31, 2020, with possible extension to cover the two-year term of a Phase II award (May 2020 – May 2022).
Salary & Benefits: Information provided at time of interview.
Travel: The position might require occasional travel for relevant meetings and trainings.

APPLICATION DEADLINE

A cover letter stating salary requirements and a resume must be received by close of business Monday, September 16, 2019. Please send all information via email to:

Emma Northcott, Program Manager, NASWA at enorthcott@naswa.org