

Entry-Level Talent Initiatives Associate

The Greater Washington Partnership is seeking a skilled and motivated individual with knowledge, experience, and interest in education and workforce development to join the Skills & Talent team.

We know that talent is a top priority for employers, and that curating accessible, high-quality pathways from educational institutions into high-paying jobs benefits learners, employers and the economy as a whole. The Skills & Talent team focuses its work on jobs in tech because these jobs are more likely to be high-demand and high-growth, and because there's a regional need for tech workers. This need is urgent- recent analyses have found that the greater DC region has more tech job postings than Silicon Valley.

The Skills & Talent team works with educational and employer partners to curate and fortify pipelines into tech jobs. The basis for our work is our Employer Signaling System, an online database that promotes transparency into the in-demand skillsets needed to obtain entry level jobs in tech industries.

The team is looking for a highly motivated, entrepreneurial, and passionate individual with strong strategic thinking and problem-solving skills to help drive forward this critical area of work.

As a Talent Initiatives Associate, you will:

- Provide direct support to the Skills & Talent team on projects in the Skills & Talent portfolio.
- Collect and analyze data from Partnership programs and events, as well as national labor market data.
- Aid in managing grants related to Skills & Talent initiatives.
- Assist in planning and executing events for Partnership stakeholders.
- Research and write memos, reports, case studies, blogs, and other documents related to workforce development in the Capital Region.
- Maintain relationships with educational and business partners by scheduling meetings, creating agendas, and drafting communication.
- Support the development of presentations, communication materials, and briefing documents.

What We Value

- 0-2 years of professional experience; Bachelor's degree (recent graduates encouraged to apply)
- Understanding of and interest in working at the intersection of education and workforce
- Experience with data analysis and a knack for data visualization
- Strong verbal and written communication with range of audiences and stakeholders
- Ability to juggle multiple projects simultaneously, prioritizing as necessary and considering the future proactively and responsively
- Ability to work in a fast-paced environment and comfort with ambiguity

- Passion for our mission and commitment to diversity, equity, and inclusion
- Empathetic team player with the ability to listen and understand diverse perspectives

Who We Are

Greater Washington Partnership is a nonprofit coalition of the region's most influential leaders in Maryland, Virginia and the District – from Baltimore to Richmond – committed to championing the region's vibrancy and economic growth. Leveraging combined experiences, knowledge, resources and assets, Greater Washington Partnership strives to improve and capitalize on the region's inclusive growth, skills and talent, and mobility and infrastructure, and make the entire region one of the world's best places to live, work and build a business.

The Partnership is a fast-paced workplace that takes a collaborative approach to strategy and execution. The Talent Initiatives Associate will help the team and the organization meet its overarching goal of creating an inclusive and diverse Capital Region.

To Apply

If you are interested in joining the team at the Partnership, please submit your resume to stjobs@greaterwashingtonpartnership.com with "Talent Initiatives Associate" in the subject line.

What We Offer

We offer the following comprehensive benefits package designed for the needs of our full-time team members:

- Currently working in a hybrid work environment, in the office two days a week on Tuesdays and Thursdays (*subject to change in number of days and days of the week*)
- Robust time off plan – 15 days PTO
- 11 paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting on your first day of employment
- Professional development stipend up to \$800
- Monthly cell phone stipend

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.