

Program Associate for Research and Technical Assistance

The Center for Regional Economic Competitiveness (CREC) is an independent, 501(c)3 not-for-profit organization based in Arlington, Virginia and founded to provide policymakers with the information and technical assistance needed to formulate and execute innovative, regional, job-creating economic development strategies. CREC conducts research, provides technical assistance, offers expert advice, provides training, and offers leadership to practitioners and policymakers in economic development, workforce development, and higher education. CREC also provides management support to professional associations focused on using data and research to inform policy and practice.

The successful applicant will work on economic and workforce development projects for federal, state and local clients and support policymakers, practitioners and data users nationwide through our membership-based associations.

Position Details

The Program Associate for Research and Technical Assistance will have responsibility for:

- Providing research support including data collection, analysis, synthesis of findings
- Communicating to clients, funders and stakeholders through presentations, blogs and reports
- Coordinating the work of internal colleagues and external partners to collect data, update products, generate project deliverables, develop policy recommendations
- Managing and tracking progress on products and deliverables, ensuring on-time completion and high quality
- Stakeholder engagement and membership support

Preferred Qualifications

The ideal candidate will have:

- 2-3 years of experience working in the economic and workforce development fields with federal or state government agencies
- a Master's degree in Economics, Public Policy, Regional Planning, or related field
- familiarity with economic and workforce development data
- familiarity with a broad range of current economic and workforce development issues (rural development, future of work, international trade/engagement, advancing diversity and inclusion, etc.) and innovative programs
- strong interpersonal skills and ability to work well with peers and senior public sector leaders
- excellent research and writing skills
- ability to work in a fast-paced environment on multiple projects simultaneously.

To Apply

The applicant should submit a resume, cover letter and writing sample to Sean McNamara, CREC COO, (sam@crec.net). Salary based on qualifications. CREC is an equal opportunity employer. Work permission in the USA is required.