ConxusNEO is a nonprofit organization that focuses on building the capacity and improving the performance of the talent system in Summit County. www.ConxusNEO.jobs

Position Summary

ConxusNEO is seeking a full-time Research Associate who will be responsible for data collection and analysis, and generating reports in order to communicate information that can guide action. The candidate must be comfortable in the ambiguity of a rapidly growing community effort, bringing energy, enthusiasm and commitment to the work.

Roles and Responsibilities

- Develop and ensure secure data collection and reporting systems
- Identify sources of data to capture data
- Collect, clean and manage data from stakeholders
- Organize and synthesize data so it is easily presentable to our constituents
- Populate Talent Ecosystem Data Dashboard, prepare presentations and generate technical reports
- Develop recommendations to further explore and/or take action
- Develop valid and reliable survey questionnaires
- Respond to data requests for labor market information
- Contribute to developing a research agenda with agreed upon definitions, metrics and methodologies

Skills and Experience

Preference for candidates with these skills and experience:

- Familiarity with database applications
- Expertise in Microsoft Excel, Word and Power Point
- Knowledge of descriptive statistics; inferential statistics preferred
- Strong written and oral communication skills
- Strong problem-solving skills; supports organizational goals and objectives by proposing solutions and resolving problems
- Efficient project management skills
- Able to function in highly collaborative environment

Accountability and Expectations

The Associate will report directly to the ConxusNEO Vice President. Salary and benefits will be competitive and commensurate with the successful candidate's skills and experience.

More about ConxusNEO

We partner with businesses to identify the skills they need to fill positions and build a talent pipeline. We support our business partners to work with educators, community organizations, workforce programs and economic development organizations to generate innovative solutions. This collaborative work is led by businesses with the support of ConxusNEO staff, and is referred to as industry sector partnerships.

The functions and activities of ConxusNEO focus on catalyzing and facilitating collaboration among partners within a network; not on providing direct programmatic services to residents or companies. ConxusNEO serves as a neutral convener of industry sector partnerships and the measure of our work is in our ability to:

- Position businesses to remain competitive and grow by cultivating a highly functioning talent supply chain
- Support education and training providers to align curriculum with relevant skills
- Help workforce programs better understand and connect with opportunities to assist job seekers
- Ensure our community's minority populations are positioned to share in the benefits of regional growth and prosperity
- Engage the talent system to support economic development strategies and activities
- Mobilize communities to overcome real-life barriers to good jobs that lead to great careers

Through industry sector partnerships, ConxusNEO generates and shares labor market information, mobilizes stakeholders to respond with action, and facilitates alignment and shared outcome measurement. To date, this work is being done in manufacturing and information technology and healthcare sector.

Send resume and cover letter to Michelle Collins at mcollins@conxusneo.jobs.