Position: Policy Manager  
Location: 650 Smithfield Street, Pittsburgh, PA 15222  
Reports to: Director of Workforce Programs

Summary

Three Rivers Workforce Investment Board (3RWIB) is a collaboration of Pittsburgh-area employers, educators, labor unions, policy makers and community-based organizations united to bridge the gap between job seekers and companies in need of talent. The Policy Manager is responsible for managing an array of workforce initiatives and co-executes the organization’s strategic goals.

Essential Duties and Responsibilities

- **Develop and manage a strategic evaluation/compliance agenda for 3RWIB initiatives including but not limited to:**
  - Creating and updating policies related to service delivery based on data, trends, and qualitative knowledge
  - Developing monitoring tools for 3RWIB’s WIA contractors in collaboration with 3RWIB staff
  - Acting as 3RWIB contact for all state and federal monitoring requests and visits
  - Overseeing process of chartering PA CareerLink® centers
  - Providing technical assistance to 3RWIB contractors as needed
  - Leveraging best practices across the public workforce development system
  - Educating training providers and other stakeholders on 3RWIB priorities, policies, and technical assistance
  - Conducting data analysis necessary to inform service delivery
  - Developing 3RWIB internal evaluation to analyze performance in relation to meeting strategic objectives

- **Research and analyze federal and state legislative/regulated material related to workforce development** including federal, state, and local budgets, legislation in workforce and legislation proposed as an update to the Workforce Investment Act, and federal, state, and local policies that affect 3RWIB and our work.

- **Assist in TRWIB communications efforts** – inform staff and board, co/write reports, develop presentations, write blogs, etc.

- **Manage external contracts and funding for local initiatives**, including reporting and monitoring.

- **Assist with execution of strategic plan and key projects**, participate in leveraging new business opportunities and in building internal capacity.

- **Collaborate with TRWIB staff to meet organizational goals.**

- **All other duties as assigned.**

Knowledge, Skills and Abilities

- Ability to research, analyze, monitor and interpret legislation, regulatory, program and other information relating to the labor market, including state, federal and local program funding plans.
- Knowledge of public administration and general management principals, practices and techniques, including federal, state and local government operations.
- Ability to think strategically and execute new ideas in fast-paced environment.
- Ability to develop relationships and effectively collaborate with diverse groups of internal and external stakeholders.
- Strong quantitative research skills to effectively mine, analyze, and present data.
- Superb communication skills including visual presentation of data and written presentations.
- Strong computer skills including proficiency in using Microsoft Office, data and graphic tools.

Education/Experience

At least a Bachelor’s degree and 5 years of applicable strategic project management work experience is required.

To apply send a cover letter, resume, three references and salary requirements to kboland@trwib.org by May 15, 2013

*TRWIB provides equal opportunity for employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. TRWIB, Inc. is an EEO employer.*