



Program Associate, Workforce Team, Hope Street Group

Position Summary

As a rapidly growing, entrepreneurial organization that aims to improve social systems, Hope Street Group is seeking a professional Program Associate who is passionate about the organization's mission and initiatives. The ideal candidate shall have two to four years of relevant work experience, preferably in project management, workforce development, consulting, research and communications. This position will work on the Workforce team and play a critical role in furthering Hope Street Group's workforce development work in the retail industry. Hope Street Group currently manages the Retail Community of Practice, a collection of 30+ organizations who are each working on various projects to drive system change for the frontline retail worker. Hope Street Group's role is to serve as the primary convener, knowledge curator, and promoter of this community. Hope Street Group is also tasked with identifying connection points and opportunities for collaboration amongst the 30+ organizations. This position will also contribute to the Hope Street Group's flagship initiative, Sync Our Signals, which is a nationwide, network-based movement working to achieve the vision of a jobs marketplace in which there is clear signaling between employers, individuals and training providers on the competencies required for success in a career pathway.

Responsibilities

As a full-time Program Associate, this position will report to the Project Director on the Workforce team. The Program Associate will also regularly engage with and work with members of the Retail Community of Practice. Key responsibilities include but are not limited to the following:

- *Increase collaboration among Retail Community of Practice members*
 - Help build a strong onboarding process for new Community of Practice members
 - Work to enhance the online community for members
 - Support the Project Director in conducting "deep dives" into each Community of Practice organization to understand key assets and opportunities for collaboration
- *Coordinate and organize Retail Community of Practice convenings*
 - Lead the planning and coordination of biannual Community of Practice convenings. This includes meeting logistics, as well as drafting the agenda, content for the convening with input from the senior leadership team and post-convening summary reports
 - Coordinate calls and webinars for the Community of Practice members based on the needs and interests of members
 - Help organize small working groups for Community of Practice members to dive deeper into relevant topics
- *Increase adoption of tools developed by the Retail Community of Practice members*
 - Maintain a narrative catalog of existing tools and assist with conducting a gap assessment of existing tools
 - Track usage of tools and help create a feedback loop from users of the tools to drive continuous improvement
- *Help drive shared learning in the Community of Practice into original thought leadership*
 - Track trends in the retail/workforce space and help develop a regular report to be shared with the Community of Practice that synthesizes key trends, research and insights in the retail/workforce space
 - Build upon the knowledge in the Community to pull insights that can be used to create original thought leadership
- *Amplify the work of the Retail Community of Practice*



- o Help execute the communications strategy through traditional and social media and plan to highlight and amplify the work of the Retail Community of Practice and highlight jobs in retail as opportunity
- o Develop success stories and case studies to highlight the individual and collective work of the Community of Practice to a broader audience
- o Participate in events to provide opportunities for members of the Community of Practice to highlight their work

Qualifications

- BA in related field
- 2-4 years of relevant work experience
 - o Experience in project management, workforce development, consulting, research and communications preferred
- Strong work ethic and willingness to serve a range of duties
- Keen attention to detail, ability to multi-task, perform analysis and meet deadlines
- Strategic thinker and problem solver
- Excellent research and writing capabilities
- Excellent facilitation and communications skills, experience managing and facilitating professional events is preferred
- Comfortable working in a fast-paced, virtual, deadline oriented, dynamic environment with multiple ongoing responsibilities, and very high expectations for quality of work
- Self-motivated, driven professional able to deliver in virtual environment
- Comfort with ambiguity
- Collaborative team player, great listener and ability to work with diverse groups of people
- Passion for public service and the Hope Street Group mission that will drive interest and commitment to our collaborative social impact model
- Willingness and ability to travel up to 25% of the time with both long-term and short-term notice

About Hope Street Group

Founded in 2001, Hope Street Group is a national nonpartisan, nonprofit organization dedicated to expanding economic opportunity. Our mission is to ensure every American will have access to tools and options leading to economic opportunity and prosperity. We believe the key drivers of economic opportunity and prosperity are education, jobs and health so we focus on optimizing those social systems by designing blueprints for change.

Work Environment

Hope Street Group is a virtual organization and we expect applicants to maintain their own physical workspaces. We conduct staff and contributor business from locations across the United States; however, it is preferable for this position to be in Washington, D.C., where we do offer a shared working space. Hope Street Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, or sexual orientation. We are unable to sponsor work visas for this project.

Compensation and position duration

This is a full time position. Hope Street Group offers a competitive salary based on experience with vacation, sick days, health care, dental, and optional 403(b) plan.

To Apply



Submit a cover letter, resume, references, and salary requirements to careers@hopestreetgroup.org.
Please highlight relevant experience. No phone calls please.