

## **Job Title: Director of Workforce Development**

**Overview:** As a vital member of our Greater Grant County team, the Director of Workforce Development plays a pivotal role in bridging the gap between education and career readiness. This position focuses on fostering meaningful connections between schools and employers, facilitating internship and job shadowing opportunities, and guiding students towards fulfilling career pathways. Additionally, this role will work closely with our Talent Coalition, consisting of industry partners, educators, and community leaders, to align efforts and ensure the success of workforce development initiatives.

### **Responsibilities:**

#### **1. Relationship Management:**

- Cultivate and maintain strong relationships with local schools, colleges, universities, and employers.
- Act as a liaison between educational institutions and businesses to understand their respective needs and facilitate partnerships.
- Engage with the Talent Coalition to gather insights, feedback, and recommendations on current and future initiatives.

#### **2. Internship and Job Shadowing Coordination:**

- Collaborate with employers to develop internship and microinternship programs tailored to meet the needs of students and businesses.
- Facilitate the placement of students in internships and job shadowing experiences based on their interests and career goals.
- Coordinate logistics and provide support throughout the internship and job shadowing periods.

#### **3. Employer Education:**

- Educate employers about the benefits of hosting interns and provide guidance on structuring meaningful internship experiences.
- Assist employers in understanding best practices for mentorship, supervision, and evaluation of interns.
- Serve as a resource for employers to address any questions or concerns related to hosting student interns.

#### **4. Student and School Support:**

- Work closely with schools and career counselors to identify student interests, skills, and career aspirations.
- Provide guidance and resources to students to explore career options, develop job search skills, and prepare for the transition from school to work.

- Organize career exploration events, workshops, and information sessions to connect students with local industries and job opportunities.

**5. Strategic Planning and Program Development:**

- Develop a strategic plan to reach near-term and long-range goals and objectives for the Chamber and workforce development initiatives.
- Integrate successful strategies from similar programs to enhance local efforts.
- Seek support for initiatives through grant funding from available sources.
- Develop and implement a communications strategy to facilitate the success of the position.

**6. Data Management and Reporting:**

- Maintain accurate records of internship placements, student outcomes, and employer engagements.
- Generate reports and analyze data to assess the effectiveness of programs and identify areas for improvement.
- Utilize data insights to inform decision-making and strategy development.

**7. Community Engagement and Outreach:**

- Coordinate joint events, workshops, and career fairs with the Talent Coalition to engage students, educators, and employers.
- Collaborate on outreach efforts to raise awareness about the benefits of internships and career exploration activities.
- Engage Coalition members in mentorship and speaking opportunities to inspire and guide students.

**8. Evaluation and Continuous Improvement:**

- Work with the Talent Coalition to establish metrics and benchmarks for program success.
- Regularly assess the impact of programs and initiatives, using data and feedback from Coalition members to make informed adjustments.
- Foster a culture of continuous improvement by encouraging innovative ideas and solutions from Coalition members.

**Qualifications:**

- Bachelor's degree in Education, Business Administration, Human Resources, or related field (Master's degree preferred).
- Previous experience in education, workforce development, career counseling, or employer relations.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Excellent communication skills, both written and verbal, with the ability to present information effectively to various audiences.

- Highly organized with strong project management skills and attention to detail.
- Proficiency in Microsoft Office Suite and database management.
- Knowledge of local education systems, labor market trends, and industry sectors.
- Passion for empowering students and supporting their career development journey.
- Demonstrated ability to lead colleagues and manage multiple projects simultaneously.
- Experience with grant writing and securing funding for initiatives.

**Benefits:**

- Competitive salary
- Retirement savings plan
- Professional development opportunities
- Paid time off and holidays

Join our dynamic team and make a meaningful impact on the future workforce of our community! Apply now to become our Director of Workforce Development.