



The Greater Bloomington Chamber of Commerce Director of Workforce Initiatives

QUALIFICATIONS:

The Director of Workforce Initiatives position requires excellent public relations, proven written and oral communication skills and the ability to easily interact with many different community stakeholders. Demonstrated project management, organization, fundraising, and facilitation skills are essential. Experience with managing staff is highly preferred.

The ability to work independently and as part of a team in a busy environment while balancing several projects and responsibilities is paramount. The ability to prioritize and recognize when priorities need to be shifted to accommodate emerging issues or projects is a necessity.

Professional appearance and demeanor is required. The Director of Workforce Initiatives is expected to demonstrate diplomacy and a focus on consensus building in all dealings. The ability to work cooperatively with Chamber members, volunteers, local government and education representatives and staff members is essential.

This position requires extensive computer knowledge and office skills, including proficiency in the use of Outlook, Word, Excel, Publisher, social media and databases. College degree in education, communications, public policy or related experience preferred.

IMMEDIATE SUPERVISOR:

President & CEO, The Greater Bloomington Chamber of Commerce

POSITION TYPE:

Full Time, 40 hours per week

GENERAL PURPOSE:

The Director of Workforce Initiatives is responsible for continuing to build and maintain established relationships with community partners in both the education and business sectors of Monroe County. The overall goal is for the Chamber's Franklin Initiative to develop strong relationships with students, teachers and employers to positively impact the emerging workforce.

SPECIFIC RESPONSIBILITIES:

- Represent the Chamber in workforce development initiatives in the community.
- Work with area employers to understand local workforce needs and identify solutions.

- Work in partnership with schools and educators to implement Franklin Initiative programming, including but not limited to the Reality Store, speakers bureau, career/job fairs, job shadowing, and career panels.
- Coordinate the Chamber's Franklin Initiative Advisory Council, and communicate with the appropriate Chamber Board Division Leader.
- Work with community boards, committees, and other related partners to maintain and expand Franklin Initiative activities and promote community initiatives that are in line with the mission of the Franklin Initiative.
- Manage the day-to-day operations of the Franklin Initiative, including the Graduation Coach Initiative and any part-time Franklin Initiative staff or interns.
- Recruit, coordinate, support and evaluate volunteers for Franklin Initiative programs.
- Oversee fund-development for Franklin Initiative, including grant writing, grants management/compliance, and fundraising as needed to maintain programs and events.
- Provide career/employment related programming to local high school students.
- Support Graduation Coaches at both school districts.
- Prepare a yearly report showing activities and accomplishments.
- Participate fully as member of GBCC staff.
- Manage and generate content for Franklin Initiative communications, including but not limited to e-newsletters, news articles, website, blogs, and public presentations.
- Coordinate Franklin Initiative events, including the annual Educators of the Year Awards Ceremony, Reality Store, and career or job fairs for students.
- Provide leadership to develop and update the Chamber Operations Plan and assume responsibility for relevant goals, objective and strategies.

Please review your qualifications prior to applying and ensure they meet the criteria of the position.

**Please submit cover letter and resume to Heather Robinson at resume@ChamberBloomington.org
Deadline for submitting is Monday, June 18, 2012.**