

## **Position Title: Director of Workforce Readiness**

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### **Position Summary:**

Develop and maintain a committee responsible for relationship building, resources and guidance to community based organizations and area employers in respect to building and maintaining their workforce. Identify and network with area organizations to assist in the growth and development of HR partners as well as jobseekers within the community.

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### **Responsible To:**

The members of GMA SHRM  
The VP of Community Outreach

### **Position Responsibilities:**

- Offer assistance both virtually and in person to stakeholders interested in assistance from committee.
- Attend job fairs, community events, business expos and other options as deemed a good fit by committee and chapter board members.
- Advise and demonstrate on the basics of resumes and interviewing but can also offer more robust services such as strategy and approach to fill the needs of our customer.
- Oversee a committee to assist in the logistics, planning, communication and coordination of committee events.
- Communicate with Chapter Administration and VP of Community Relations to assure that activities are coordinated within the scope of the committee.

### **General Board Responsibilities:**

- Present regular updates to the VP of Community Relations, Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Complete respective area of responsibility of SHAPE.
- Represent GMA SHRM in the human resources community.
- Attend all full GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.
- Complete quarterly review form of Chapter Administrators.