



JOB DESCRIPTION

DIRECTOR OF WORKFORCE READINESS (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Workforce Readiness is responsible for building relationships and providing resources to community organizations and employers to support workforce development. This position leads members of the Workforce Readiness committee in networking with local organizations to assist with their efforts to support job seekers within the community.

Responsible To:

Vice President of Community Outreach

Responsibilities:

- Attend job fairs, community events, business expos, and other relevant events as approved by the committee and chapter board members.
- Offer advice on resume writing and interviewing basics, as well as more comprehensive services like strategy and approach to meet job seekers' needs.
- Oversee the committee in logistics, planning, communication, and coordination of events.
- Coordinate with Chapter Administration and the VP of Community Relations to ensure activities align with the committee's scope.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: five to ten hours.