

Workforce Readiness Director

Position Summary:

The job of the Workforce Readiness Director is to monitor and evaluate local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena.

Responsible To:

Members of the chapter
Chapter President
State Council Workforce Readiness Director

Responsibilities:

- Serving as advocate and program coordinator for workforce readiness chapter activities. Recruit members to serve on committee to support these activities.
- Identifying and evaluating issues that impact workforce readiness to develop goals for chapter workforce readiness strategy and initiatives.
- Monitoring local activities concerning workforce readiness and provide timely information on issues to the chapter president and state workforce readiness director.
- Developing and supporting workshops and seminars that address workforce readiness issues. This includes being responsible for a veterans focused general membership meeting each November.
- Providing special recognition for chapter members and for local programs that promote betterment of the local workforce. This includes encouraging volunteer opportunities.
- Participating in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.