

Workforce Specialist

Manhattan, KS

Company: Manhattan Area Chamber of Commerce

Position: Workforce Specialist

Job Classification: Exempt, Full-Time

Work Schedule: The Workforce Specialist will attend all talent/workforce events, fairs and meetings, in addition to other program duties outlined below. Position will require some evening and weekend hours, based on programming needs, in addition to the regular work schedule (M-F 8am - 5pm).

Reporting Relationship: Reports directly to the Region Reimagined Program Director within the Economic Development Division.

Primary Accountabilities:

The Workforce Specialist is responsible for developing and implementing a proven approach to workforce development, assisting the Program Director of Region Reimagined with talent strategies that directly benefit Manhattan. This includes the implementation of talent-related goals, tactics and action items as outlined in the Region Reimagined Plan and researching and communicating workforce trend data/analytics and insights. Approximately one-quarter of this position will focus on coordinating and managing aspects of the Manhattan Area Chamber of Commerce's Young Professionals program.

This position oversees event planning and execution, volunteer coordination, and program sponsorships, and assists with program strategy, program marketing and communications and administrative duties as assigned.

Position Duties and Responsibilities

- Assist the Region Reimagined Program Director in implementing talent sustainability action items as outlined in the Region Reimagined plan. This position will assist with the following programs, as well as launch additional talent attraction and retention efforts as outlined in the plan:
 - MHK Talent Consortium & Other Internship/Job Shadowing efforts
 - Classroom-to-Career (4th Grade Program) & Other USD Career Pipeline Programming
 - Young Professionals Program
 - MHK KEEP Community Tours and Other Efforts to Assist Transitioning Soldiers Connect with Employers
 - Regional Healthcare Consortium & Related Talent Strategies
 - Project Impact – Assist in facilitating opportunities for local business participation based on workforce demands, as well as opportunities for transitioning soldier participation. (developing culturally competent, career-ready professionals to meet workforce demands.)
 - Restaurant Reimagined Hospitality Program (Manhattan events) and Strengthening Related Talent Pipelines
 - Career Fair Participation – Represent Local Employment and Education Opportunities

- Plan for and facilitate talent-related meetings, develop technical reports and make presentations on a regular basis.
- Design and coordinate programs that assist in attracting, training and retaining talent to Manhattan based on both current and projected workforce demands.
- Support and expand upon the network of workforce development partners and volunteers working to attract and retain talent to Manhattan through coordinating and aligning human capital with specific strategies.
- Manage the Manhattan Area Chamber of Commerce's Young Professionals program, including aligning events and program development with talent strategies, serve as Chamber staff member responsible for program coordination, promotion and execution, coordination and communication with Young Professional members and leadership, seek program sponsorships, and develop progress reports to communicate activity outcomes and effectiveness.
- Maintain a database of memberships and volunteers, including event reservations, membership payments, name badges and other reports as necessary.
- Travel to and participate in career fairs and events to assist with the promotion of local job opportunities.
- Handle the day-to-day feedback and follow-ups to and from education institutions and workforce development partners. Handle workforce related phone calls, emails and other incoming correspondence.
- Provide leadership through internal and external research on how digital / technology is changing work, the workforce and workplaces, and how best to prepare and modernize operations.
- Continuously conduct benchmarking studies & market intelligence to ensure adaption of latest workforce trend, future of work, analyze competitors & market movements.
- Work with USD 383 and local technical training and higher education institutions to strengthen talent pipelines and capacity to meet current and projected workforce demands.
- Work closely with the Chamber's Business Retention and Expansion Manager and business community leaders from across enterprises to understand customer needs and capabilities to assist in providing talent-related services as able.
- Co-develop and design the development & implementation of proactive recruitment and retention strategies, which ensure the right capabilities are available in line with strategic and operational business strategies and plans.
- Generate insights regarding workforce gaps across national geographies, representing multiple business units, cultures, dynamics, etc.
- Assist Region Reimagined Program Director to make updates to dashboard to track progress on each talent related strategy, as well as develop content for websites and social media as it relates to Talent Initiatives.
- Participate in strategic marketing efforts to attract and retain talent to Manhattan, including coordination with all divisions of the Chamber and related committees. (Visit Manhattan, Military Community Relations, Membership Services, Region Reimagined, Young Professionals, Greater Manhattan Economic Partnership, Small Business Committee, Business Advocacy Committee, etc.)

- Analyze large, complex data sets and interacting with unstructured data sources
- Flexibility to work in ambiguous situations and expected circumstances
- Perform administrative and other duties as assigned.

Supervisory / Management Responsibilities

- None

Travel Requirements

- ~5% travel throughout North America

Essential Education, Skills and Experience

- a) Bachelor degree in Business, Urban Planning, Public Administration, or related field from a four-year college or technical school, **OR** b) Minimum of two years of professional experience in workforce development, economic development, community outreach or public relations
- Strong verbal and written communication skills and experience is required.
- Computer proficiency – MS Office (Outlook, Word, PowerPoint, Excel) and ability to learn software programs used for dashboards, websites, and social media.
- A dynamic, customer-focused individual is required.
- Experience in seeking program sponsorships is a plus, but not required.
- Understanding of both technical training programs and higher education systems.
- Experience in building partnerships and coalitions is a plus.
- Ability to work both independently and in team settings.
- Ability to work efficiently with attention to details and quality of work produced.
- Ability to exercise good judgment in setting priorities and organization of workload.
- Ability to work on a variety of tasks and to perform a variety of administrative duties, such as typing, database management, word processing and processing paperwork.

Physical Demands:

- Ability to stand and walk frequently.
- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to unpack and move supplies up to thirty (30) lbs.
- Ability to work some evenings and weekends and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff, members and the general public.

Salary:

- \$35,000- \$40,000 /year depending upon qualifications.

To apply, submit cover letter and resume to info@manhattan.org