



Columbia County Chamber of Commerce

Job Description: Workforce Development Manager

The Workforce Development Manager position is responsible for the development, implementation, and coordination of workforce and education programs and events in an effort to ensure the growth of the Chamber Foundation's mission and revenue goals. The position includes program development, financial solicitation, grant writing, marketing, and sales. This position leads the Workforce and Education Committee and supports the Chamber Foundation Board of Directors, interacts with educational institutions, Chamber members, and staff. The position is also responsible for the Youth Leadership Columbia County program.

Status

- This is a non-exempt position

Objective

- Leads the Chamber Foundation Board, events and programs
- Manages strategic growth and development of the Chamber Foundation
- Leads the Workforce & Education committee
- Program Manager of Youth Leadership Columbia County
- Leads the Youth Leadership Steering Committee
- Provides administrative support to the Chamber office
- Provides staff support for Chamber program and events

Job Relationships

- Reports to President / CEO and assisted by Vice President
- Supports Foundation Board of Directors
- Frequent contact with Chamber members, staff, volunteers, and other non-profits
- Point of contact for the Columbia County Board of Education / Columbia County School District leadership & employees

Responsibilities

- Represent the Chamber and Chamber Foundation to members and the community in a professional manner
- Coordinate with Foundation Board Chair, Workforce & Education Committee Chair, and Youth Leadership Committee Chair when applicable, to establish attendance, financial, and other strategic goals for each program.
- Support of Foundation Board may include preparing agendas, taking minutes, email or other communications with committee members, and making copies of agenda and other hand-outs
- Support of Workforce and Education Committee may include preparing agendas, taking minutes, email or other communications with committee members, and making copies of agenda and other hand-outs



- Management of the Youth Leadership Columbia County program to include application solicitation and marketing, class selection, and support to the committee of planning each class day
- Support of Youth Leadership Steering Committee may include preparing agendas, taking minutes, email or other communications with committee members, and making copies of agenda and other hand-outs
- Management of the Foundation social media pages to include Facebook and Instagram
- Management of the Foundation website/donor platform Flipcause
- Tracks reservations for programs and events
- Coordinates with appropriate committee members and staff for set-up, break-down and on-site event operations
- Tracks all invoicing for event attendance, sponsorships, and P&L
- Verifies and approves program related bills for payment
- Maintain current budget reports and ensure budget conformance for each program or event
- Provide status reports to the Foundation Board of Directors
- Responsible for securing in-kind, cash and media sponsorships
- Responsible for preparing sponsorship proposals and soliciting new sponsors / donors
- Prepares and reports post-event summaries, exit survey results, and measurable
- Provides staff support when requested at Chamber events
- Customer Service through answering incoming phone calls on main Chamber line
- Documentation of all incoming checks before delivering to Bookkeeper
- Participates in outside committees such as ACE, CTAE Advisory Committee, attends Board of Education Meetings, and other educational liaison needs
- Coordinates all logistics of the following current program / events:
 - Students in Business
 - Educators in Business
 - Principal for a Day
 - Career and College Expo
 - Student Internship Program
 - Work Based Learning Program
 - Giving Tuesday
 - Other programs / events as assigned

Physical Requirements

- This position requires a person who can stand, sit at a desk or computer terminal, drive a car, lift boxes and deliver materials and climb stairs.

Qualifications/Skills Required

- Bachelor's degree or equivalent experience in Communications, Marketing, Business, or related fields



- Excellent communication skills
- Excellent writing skills for grant applications and program solicitation
- Excellent organizational and people skills
- Ability to efficiently handle multi-tasked operations
- Strong general computer skills as well as proficiency with Microsoft Word, Excel, Publisher, & Outlook
- Ability to work with and manage volunteer teams and leaders
- Willing to be flexible with regards to hours, prior to 8:00 a.m. and after 5:00 p.m. on event days and possible, but rarely, weekend hours.

Terms of Employment

- 30 day provisional, 90 day and annual job performance evaluations
- Georgia is an "At Will" employment state
- Drug Free Workplace
- Must have personal vehicle to be used for meetings, events, programs. Personal vehicle will be used for carrying supplies for events. Reimbursement for mileage.

Work Ethic Items for Evaluation

Readiness to Work

- Punctuality and time accountability
- Missed days
- Excessive non-work related talk, activities or phone calls
- Dressed professionally & appropriately for days' activities

Work Habits

- Completes work on own initiative, on time with few errors
- Neat and orderly
- Finish related details i.e. record keeping, filing, storage etc.

Take Initiative

- To start work
- To set work that needs to be done
- To make suggestions for improving procedures, etc.

Housekeeping

- Keep own work station & area clean and neat
- Contribute to the orderly maintenance of the office by returning materials to their proper storage place, etc.
- Replace or order work place stock

Relationship with co-workers

- Team player
- Cooperative



- Professional
- Courteous