**Workforce Director**

Rome, Ga / Full-Time

**Introduction:** *The Rome Floyd Chamber is a non-profit membership organization established in 1910 working to promote prosperity in Rome and Floyd County for and through its business membership.*

**Sneak Peek into The Rome Floyd Chamber:** Here at the Rome Floyd Chamber, we empower our employees to take the wheel for their professional journey through a fun-working environment and provide great opportunities for continued professional development. Not only are we an organization that is rooted in hard work and dedication to the members we serve, but we also find the time to celebrate our team’s achievements, no matter the size. Through events such as Staff Appreciation Lunches, Business After Hours Receptions, Staff Retreat, & more, the Rome Floyd Chamber is dedicated to recognizing the work committed on all levels.

**Statement of Position:**

*The Workforce Director has three main goals and they are to grow jobs, attract talent, and strengthen quality of place. This position is responsible for the successful management and effective implementation of workforce development initiatives and programs. The goal is to support the development, retention and attraction of a qualified local labor force that leads to the success and growth of the local and regional economy. The position works with employers, K-12 and higher education partners, and other implementation partners on developing strategies and programs to build and strengthen our current and future workforce.*

**What You’ll Do:**

* Plan, implement, and evaluate all short-term and long-term talent and workforce development strategies and tactics to further the skill set of Rome and Floyd County’s workforce. These include:
	+ **Implement a talent portal. I**mplement/assist with an online talent portal and other digital media marketing tactics in support of talent attraction/retention efforts, leveraging existing videos and collateral materials available from educational institutions and other partners.
	+ **Identify talent gaps and catalyze solutions.** Identify unmet talent needs of Rome and Floyd companies and their economic ramifications; serve as advocate / convener / catalyst for creative solutions.
	+ **Assist employers with talent recruitment** and continue to share information about student skill levels and current academic standards. Provide useful and specific tools that employers need.
	+ **Engage talent groups inside and outside the county.** Develop and implement plans targeting young professionals; medical providers (doctors, nurses, medical specialists, etc.) that participate in area residency programs; engineers graduating from Georgia Tech and similar institutions; and juniors / seniors / recent graduates at or from Berry College, Georgia Highlands College, Georgia Northwestern Technical College, and Shorter University. Also engage with military veterans, formerly incarcerated individuals, trailing spouses, and other pertinent groups.
	+ **Catalyze solutions to intractable obstacles.** Identify impediments to talent attraction (e.g. lack of affordable housing), and catalyze and support solutions and solution providers.
	+ **Track key performance benchmarks.** Develop and track performance benchmarks to measure progress in education and workforce training in Rome and Floyd County.
	+ **Provide career education and direction.** Assist with encouraging apprenticeship expansion and other hands-on career experiences through school and business partnerships; expand awareness of middle school career pathways program to introduce younger students to various career options (potentially adding a Career Day event) and reinforce the importance of obtaining a high school diploma, learning a technical skill, and/or pursuing a college degree.
	+ **Advocate for new technology-driven bachelor’s degree programs** in engineering sciences, computer science and other fields identified as a need by employers and educators.
* Lead any chamber workforce-related committee and task forces including the Greater Rome Existing Industries Association. Work with local vocational groups.
* Conduct workforce-related outreach to key stakeholders in region. Work with pertinent state entities.
* Manage community requests for education / workforce development information and partnerships.
* Monitor local, state, and federal legislation concerning education and workforce issues; determine the impact on the business community and facilitate the development of Chamber policy.
* Prepare, monitor, and control department budget and finances.
* Assist with and implement a communication strategy for all talent and workforce programs and initiatives, including website updates, articles, press releases, and any other promotional materials.
* Manage and direct all events and programs related to the talent and workforce goal.
* Identify, develop, and coordinate volunteers for programs.

**What You’ll Need:**

* **Bachelor's Degree or relevant experience required**
* Must be able to exercise independent judgment and make decisions necessary to achieve success in assigned areas.
* Must have Organizational and planning skills.
* Must be self-motivated, high energy, and organized with strong attention to detail.
* Have excellent communications skills, including Strong research, editing, proofing, and writing.
* Be Proficient in verbal and public presentations, research, and project management.
* Be Proficient in Microsoft Office applications including Microsoft Word, Microsoft Outlook, Microsoft Excel, and Microsoft PowerPoint.
* Ability to work a flexible schedule including weekends and/or evenings as required by events.
* Ability to professionally advocate on behalf of the Chamber and stated objectives.
* Ability to complete projects with limited supervision and direction.
* Ability to function as a member of a high-­‐performance team.
* Ability to develop and maintain good working relationships with staff, volunteers, Chamber members, and the public.
* Have Extensive Computer, Audio/Visual, and Social Networking experience.
* An understanding of workforce development and the connection between K-12 educational systems, postsecondary education systems and career technical programs strongly preferred.
* Grant writing experience a plus.
* Floyd County residency preferred.
* Legislative experience a plus.

**Great Benefits Include:**

* Salaried Position
* Paid Time Off and sick pay offered
* Health Insurance
* Life Insurance
* Retirement Plan (available 1 year after employment)
* Other Voluntary Insurances

**How To Apply:**

Please send all resumes to **Pam Powers-Smith –** **psmith@romega.com**

**No phone calls.**

Resumes are due by **April 25, 2022.**

**Equal Opportunity Employer:**

The Rome Floyd Chamber is committed to the principles of Equal Employment Opportunity. The employment practices and decisions of the organization will not be influenced or affected by an applicant or Associate's race, color, sex, religion, creed, national origin, ancestry, age, disability, handicap, sexual orientation, marital status, AIDS/HIV/AIDS-related complex status, protected genetic information, sickle-cell trait, veteran status, or any other protected class.