



Job Description

WORKFORCE READINESS DIRECTOR

SUMMARY:

Serves as an appointed member of the chapter Board of Directors. Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.

RESPONSIBLE TO:

- A. The members of the chapter
- B. The Chapter President
- C. State Council Workforce Readiness Director

RESPONSIBILITIES:

- A. Serve as advocate and program coordinator for workforce readiness chapter activities.
- B. Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- C. Partner with PHRMA Workforce Readiness Director to provide workforce readiness activities throughout the Portland/ Vancouver Metro area.
- D. Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- E. Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- F. Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- G. Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- H. Work in close cooperation with state workforce readiness director.
- I. Develop and support workshops and seminars that address workforce readiness issues.
- J. Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- K. Respond to any other requirements of the chapter president and state workforce readiness director.
- L. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- M. Represent the chapter in the Human Resources community.
- N. Attend all monthly membership and Board of Directors meetings.

RESOURCES AVAILABLE:

SHRM supplies the following resources for Chapter Workforce Readiness Advocates

- Chapter Position Descriptions
- SHRM Leaders Guide
- And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>
- A Workforce Readiness Toolkit is available at <http://www.shrm.org/wrc/htgichapter.asp>