



FUNCTIONAL TITLE: Workforce Specialist	ESTIMATED START DATE: 01/15/2023	REVISION DATE: 11/10/2022
REPORTS TO: President/CEO	CLASSIFICATION: Exempt	
DEPARTMENT: Workforce		

SUMMARY STATEMENT:	General purpose for this job (what is done and why)
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The Workforce Specialist will build community partner and business connections to help businesses cultivate their workforce talent. They will conduct research and analysis to better inform the business community on any workforce needs and ideas, in addition to supporting and implementing the mission, vision and strategic plan for the Chamber, laid out by the Board of Directors.

PRINCIPAL DUTIES AND RESPONSIBILITIES	Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.
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- Regularly meet with businesses to discuss and identify workforce needs. Follow up with options and connections to provide an avenue for workforce development.
- Build relationships and collaborate with community partners, educational institutions and other organizations that are working to fill the needs of workforce in our community.
- Conduct regular research and analysis to help forecast any needs the community may have in the future for workforce. Consistently communicate this research to workforce partners.
- Conduct regular research of businesses and organizations around the globe that implement programs to help address workforce challenges. Communicate these ideas to businesses and partners.
- Create innovative programming to help solve workforce challenges.
- Ensure performance at the highest level, adhering to the organization's core values and continuing appropriate professional development training.
- Other duties as assigned.

WORK AND PHYSICAL REQUIREMENTS	Minimum physical requirements to perform position.
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- **Work environment:** Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements. Hybrid work options available with consideration that this role will meet people face to face on a regular basis at various local businesses around the community.
- **Physical demands:** Manipulate, handle, feel, and control items or equipment. Able to read, write, and interpret written documents. Frequently lift and move objects weighing up to 25 pounds.
- **Work Schedule:** early mornings and late evenings required depending on events, programs and deadlines. Additional hours outside the typical 40 hour work week to sometimes be required.

Email your cover letter and resume to: K Duck@OFallonChamber.org