



Fargo Moorhead Human Resource Association

Workforce Readiness Director Job Description

The Workforce Readiness Director is an appointed position
The Workforce Readiness Director position is a two year term
The Workforce Readiness Director is a voting position on the Board of Directors
The Workforce Readiness Director must be a SHRM member in good standing

Position Summary:

Monitors and evaluates public and private activities and resources concerning workforce readiness and diversity. Plans and encourages Chapter involvement in the promotion of continuous workforce training, development, and diversity.

Responsibilities:

- Identify and evaluate issues that impact workforce readiness and diversity and develop goals for annual Chapter strategy.
- Partner with local schools and government entities/programs to obtain and distribute information pertaining to workforce development and diversity.
- Provide information on area workforce readiness and diversity events/initiatives to Chapter members via email, web site, and monthly meetings.
- Serve as a Chapter/HR advocate at area workforce readiness and diversity activities.
- Work in close cooperation with State Council Workforce Readiness and Diversity Directors and FMHRA and State Council College Relations Directors to share information.
- Coordinate a minimum of one public event pertaining to workforce readiness per year (job fair, class, mailing, etc.).
- Serve on the Programming Committee to promote the topic of diversity.
- Provide special recognition for Chapter members and local programs that promote betterment and diversity in the workplace.
- Distribute HR-related job openings to members via email and Chapter web site as requested.
- Work with Communications Director to maintain and update content for the following pages on the FMHRA Website: Workforce Readiness and HR Job Opportunities.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Work Readiness Advocate position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.