

Position Summary:

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 Board Members. Writes regular workforce readiness articles for Chapter newsletter. Works in cooperation with state-level workforce readiness advocates.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Council Workforce Readiness Director

Responsibilities:

- Serves as advocate and program coordinator for workforce readiness Chapter activities.
- Partners with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for Chapter workforce readiness strategy.
- Report on workforce readiness issues to Chapter members and serve as advocate at Chapter activities for education programs.
- Serve as a resource for Chapter members on workforce readiness issues and provide leadership to the Chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the Chapter president and state workforce readiness director.
- Work in close cooperation with state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues; ideas include resume workshops, mock interview panels, etc.
- Provide special recognition for Chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the Chapter president and state workforce readiness director.
- Works with WA WorkSource, JBLM, local city councils, local schools (high schools and above) and other organizations to develop relationships and initiatives.
- Updates website monthly or more often as needed.
- Provides content for social media posts and for the quarterly newsletters regarding upcoming events, HR employment opportunities, or other workforce readiness initiatives.
- Updates Rolling Slides monthly.
- Uploads reports to BaseCamp monthly.
- Participate in the development and implementation of short-term and long-term

strategy planning for the Chapter.

- Inform members of opportunities to recruit from the “hidden” workforce. Some examples are Goodwill, Job Council, The Employment Department, Preferred Worker Program, High Schools, internship opportunities through SOU, RCC and local high schools. These can be through programs or newsletter topics.
- Work in conjunction with county WorkSource organizations to promote local recruitment opportunities to SHRM members and the public. This can be done through local job fairs as well.
- Share information on state-wide recruitment opportunities at Universities and Colleges.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/OTO1T000000cDrIWAWU/chapter-resources>