

Workforce Readiness & Diversity Director

Position Overview:

Monitors and evaluates on a continuing basis, local activities concerning workforce readiness and diversity issues and plans and encourages chapter involvement in activities impacting that arena. Provides reports and updates to the chapter. Works in cooperation with state- level workforce readiness advocates and/or diversity advocates.

Term:

The Workforce Readiness Director is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Serves as advocate and program coordinator for workforce readiness and diversity chapter activities.
- Partner with local schools, clubs & programs to share information. Contact local workforce readiness and/or diversity coordinators to discuss initiatives.
- Coordinate volunteers for various programs and events.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategies.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter workforce readiness strategies.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Partner with local agencies to offer HR services to adults.
- Work in close cooperation with state workforce readiness and/or diversity director.
- Develop and support workshops and seminars that address workforce readiness and/or diversity issues.
- 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 and/or diversity director.
- Work with Technology Director to keep the chapter website updated with relevant information.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other diversity directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Represent the chapter in the Human Resources community.