

## **WORKFORCE READINESS ADVOCATE**

### Position 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. Write 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 and Chapter  
The Chapter President  
State Council Workforce Readiness Director

### Responsibilities:

- Serve as advocate and program coordinator for workforce readiness Chapter activities.
- Partner 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.
- 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.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- 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.

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### 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>.

### Additional Information:

Position duties may include the following; they are not listed in order of importance:

- ◆ 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 the Job Council and Oregon Employment Department to promote local recruitment opportunities to SHRM members and the public. This will be done through the Youth Employment Fair in March or April and the Oregon Employment Council Employment Fair in September.
- ◆ Present at a SHRM member meeting to promote employment opportunities by showing the SHRM PowerPoint Presentation on Workforce Readiness.
- ◆ Share information on state-wide recruitment opportunities at Universities and Colleges.
- ◆ Inform interested SHRM members that they will be responsible to contact the Universities and Colleges to complete forms for the employment fairs and recruitment events.
- ◆ Remind members about Job Shadowing Day and encourage members to participate.
- ◆ Provide Newsletter Director with articles for newsletters to inform members of local, state, and national news and activities.