



**Position Title:** Talent Attraction Manager

**Terms:** Full-Time

**Department:** Talent and Education

**Location:** 300 N Broadway Ste 3A, Green Bay, WI

**Reports To:** Vice President of Talent and Education

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, fun, and energetic person to serve as the Talent Attraction Manager. Working with a dedicated and high-performing team, the ideal person will drive and deliver results to help us achieve our measures of success while working with their team and stakeholders dedicated to the mission and goals of the Greater Green Bay Chamber.

**About Us:**

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

**About the Role:**

To assist in accomplishing our mission, we are searching for a highly motivated, dependable, and innovative Talent Manager to be a part of our Talent and Education team. This position will be instrumental in the execution for various talent attraction initiatives, such as the Community Concierge Program, LinkedIn Recruiter Talent Support and Your Move Green Bay.

Ideal candidates are champions of the Greater Green Bay community, innovative and passionate about making our community a place where everyone belongs and thrives. Candidates will be expected to be available for variable schedules including afternoons, evenings, and possible weekends.

**Responsibilities:**

- Assist with all aspects of planning, promoting, and executing talent attraction initiatives.
- Manage the Community Concierge Program by creating customized itineraries, participating in community tours and providing follow up resources to candidates, new hires and their families.
- Plan and execute quarterly community concierge events.
- Provide pre-visit communication to the prospect.
- Manage LinkedIn Recruiter Support including generating businesses, executing projects, and managing client relationships.
- Work closely with the Marketing Department to support the utilization of the Your Move Green Bay community brand by local employers.
- Facilitate Working Groups focused on Talent Attraction initiatives.



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- Support the innovation of new ideas to help businesses partners from all industries attract, develop and retain their talent.

**Candidate Requirements:**

- A champion of Greater Green Bay - passionate about making our community an inclusive and welcoming environment where everyone belongs and thrives.
- Exhibit strong communication, interpersonal and problem-solving skills.
- Demonstrate a working knowledge of various social media platforms.
- Able to communicate effectively and appropriately in professional settings.
- Must be willing and excited to work in a dynamic, fast paced team environment.
- A combination of education and work experience in a human resource, community organization, marketing or communications related field is preferred.
- Must possess and maintain a valid driver's license.

Updated 09/23/24