

Position Title: Talent Development Manager
Department: Talent and Education
Location: 300 N. Broadway, STE 3A, Green Bay, WI 54303
Status: Full Time
Reports to: Vice President of Talent and Education

Overview

The Greater Green Bay Chamber is a nonprofit organization which exists to strengthen member businesses by enhancing economic and talent development, resulting in improved quality of life in our community and region. As one of the largest Chambers in the state, we are made up of over 1,200 member businesses representing almost 90,000 employees in Greater Green Bay.

The work environment is flexible, but it will be necessary to spend time in the downtown Green Bay office throughout the week. If interested in relocating for this exciting opportunity, visit www.yourmovegreenbay.com to learn more about what makes our community a great place to live!

This position will work closely supporting the Northeastern Wisconsin Youth Apprenticeship (NEWYA) program and the CESA 7 YA team.

Primary Responsibilities

- Assist with all aspects of employer support for NEWYA. This includes recruiting businesses to participate, onboarding meetings, onsite tours, securing and promoting YA job openings, and candidate management for employers.
- Plan and execute job fairs for NEWYA. This includes marketing for the event, registering and confirming businesses and event logistics.
- Collaborate with YA Coaches to connect them to local employers for career fairs, mock interviews, job shadows and additional career-based learning experiences as needed.
- Plan and execute Find Your Inspiration, a career exploration event for over 3,000 area 8th graders, with support from Chamber staff.
- Plan and execute the Greater Green Bay Teen Leadership Program, a leadership program for high school sophomores.
- Collaborate with other departments at the Chamber like marketing, events, membership to help execute program.

Qualifications and Experience

- Experience meeting with businesses.
- Proven ability to build relationships and networking are required.
- Strong written and verbal communication skills.
- Must be someone willing and excited to work in a dynamic, fast paced team environment.
- Strong organizational skills and attention to detail a must.
- Willingness to learn software/tracking systems.