



**Position Title:** Young Professionals Manager

**Terms:** Full-Time, Exempt

**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 Young Professionals 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:**

The Young Professionals Manager will serve as a member of the dynamic Talent and Education and Chamber team that focuses on developing, attracting and retaining talent across Greater Green Bay. Chamber Young Professionals (CYP) provides an opportunity for individuals to participate in professional development, social networking, and community engagement opportunities within Greater Green Bay. This position will work directly with the Vice President of Talent and Education (VP), team members, internal and external stakeholders, and other partner organizations.

**Responsibilities:**

- Develop and implement strategies to retain talent in the Greater Green Bay area.
- Oversee retention programs such as Future 15, Young Professionals, and other talent programming.
- Secure and renew program sponsorships and program investments.
- Accountable for managing program budgets.
- Assist in fundraising efforts to meet Chamber Foundation goals and objectives.
- Provide regular reporting of KPI's, monthly, quarterly, yearly or ad hoc as needed, internally and externally
- Lead and manage volunteers to ensure the successful implementation of retention programs.
- Support and collaborate with the Marketing team in developing and implementing marketing and communication strategies to promote community programs.
- Oversee the awards process to ensure transparency, fairness, and ethical standards are upheld.

**General Responsibilities:**

- Represent the Chamber in the community as a thought leader on issues.
- Keep up to date on talent retention and attraction trends and best practices.
- Collaborate with staff throughout the organization.
- Assist with overall talent and education programs as needed.
- Other duties as assigned or required.

**Candidate Requirements:**

4-year degree or equivalent experience. Background in business, education, event planning is preferred. Strong written and verbal communication skills. Experience with event planning, relationship building, budgeting, and an ability to learn and utilize current and new technology including social media effectively. Great customer service with an ability to identify the return on investment for our partners. Ability to work in a team environment effectively. A valid driver's license is required.

Updated 04/30/25