



Position Title: Professional and Workforce Development Coordinator
Position Classification: Full-Time (FLSA Exempt)
Reports to: Chief Operating Officer
Applications Accepted: March 31, 2023 to April 21, 2023 (Or Until Position Filled)

About the Chamber:

The Chamber is dedicated to serving our members as the premier business organization in McLean County. We are a catalyst for business growth and development, a convener of leaders and influencers, and a champion for a thriving community. Our goal-driven team works hard to provide experiences, resources, and advocacy for our members in order for them to succeed and grow. As a part of the Chamber team you will be working daily to make McLean County a better place to live and do business.

About the Position:

This position plans, coordinates, and administers the professional and workforce development programs for the Chamber in heavy coordination with volunteer member leaders. This includes scheduling meetings, setting agendas, managing budgets, and hitting goals. The role also assists other staff with marketing the programs to participants and sponsors. This is an external facing position that requires interacting frequently with small to medium sized groups. Bottom line is you'll be working alongside a dynamic group of business leaders with a mind towards growth and making connections. The position is responsible for the following programs.

Professional Development

- *Leadership McLean County* – a robust professional development program that focuses on connecting up-and-coming business leaders to their community.
- *Bloomington-Normal Young Professionals* – a network for young professionals that focuses on professional development, community service, and networking.
- *Resource Groups* – these groups provide a forum for like-minded members to collaborate amongst themselves as they strive towards success.
- *Business Education* – a series of regular educational seminars on a wide range of topics focused on professional development and business growth.

Workforce Development

- *Employer Needs Assessment* – an initiative to determine employers' workforce needs and communicate that to educational institutions and the broader community with an eye towards economic development.
- *Community Job Fairs* – events to connect the available workforce with employers for the betterment of both parties and the community.
- *Becoming BN Talent Retention* – an effort to keep college students and their talent in our community by raising awareness of all Bloomington-Normal has to offer them.

Education and Experience:

- Bachelor's or Associate degree in relevant field and 0-2 years of related experience OR no degree and 3-5 years of related experience.
- Relevant degrees/fields include business administration, human resources, marketing, sales, education/training or another related field.
- Experience with managing leadership/educational programs.
- Experience with volunteer management and oversight.
- Experience with customer service and networking.

Skills and Knowledge:

- Excellent communication skills, including verbal, written and interpersonal.
- Strong organizational skills and an orientation to detail.
- Proficient with time management and prioritization.
- Means to problem solve and take initiative.
- Ability to work independently and in a team environment.
- Proficient in Microsoft Office Suite and overall computer use.
- Basic understanding of budgeting concepts and fiscal oversight.

Physical Requirements:

- Ability to work at a desk on a computer for prolonged periods.
- Ability to lift up to 20lbs.
- Ability to travel within McLean County and must therefore possess a valid driver's license and reliable transportation.

Salary and Benefits:

- The full salary range is \$39,500 to 47,000 with starting salary up to \$42,750.
- Retirement SIMPLE IRA provided with 100% employer match up to 3% of salary.
- Health Insurance offered through Health Alliance POS plan with 85% employer premium contribution.
- Vision Insurance offered through EyeMed.
- Dental Insurance offered through Cigna Healthcare.
- Life Insurance & Disability Insurance provided with 100% employer contribution.
- Flex Spending Account provided to use pre-tax dollars for eligible expenses.
- Highly competitive Paid Time Off (PTO) provided based on years of service and most holidays off.
- Flexible work schedule options available.
- Occasional Work From Home (WFH) opportunities.