



## Position Description | *Director of Workforce Development (Bridges Program)*

**Position Summary:** This position leads the Chamber's efforts to recruit and retain the talent that powers our member businesses and regional economy.

**Qualifications:** The Director should be a positive relationship-builder with strong organizational, communication and planning skills. Builds partnerships with businesses, area school districts, Sourcewell and Central Lakes College. Monitors area employment trends, and represents the Chamber in workforce development initiatives, both locally and statewide. Gets involved in other community and government organizations as a key partner, representing the business community. Microsoft Office (or similar software) proficiency required. Must have a valid driver's license and be available to work occasional evenings and weekends. Remote work is possible 1-2 days per week.

**Status:** Full-time, salaried

**Reports to:** Chamber President

**Direct reports:** Hires and supervises consultants as needed.

### 1. Student Career Exploration (50%)

Oversees the Bridges Workplace Connection program. Works with Brainerd, Pequot Lakes, Pillager, and Crosby-Ironton school districts to introduce students to local careers and pathways. Plans the regional Career Exploration Day in partnership with Central Lakes College.

### 2. Business Engagement (20%)

Builds strong connections between business and education professionals while enhancing student experiences both inside and outside the classroom. Forms and facilitates business advisory groups to stay on top of industry trends and needs. Recruits, trains and manages the Business Speakers Bureau in the classroom. Coordinates student business tours as appropriate.

### 3. Student Job Placement (10%)

Encourages student employment by managing the Career Depot student job board and planning summer job fairs in partnership with Lakes Area school districts. Explores opportunities for job shadows, internships and apprenticeships.

### 4. Administration & Finance (15%)

Researches funding opportunities and writes grant proposals. Develops local sponsorship opportunities for workforce-related projects and programs. Ensures professional management and fiscal sustainability.

### 5. Other duties (5%)

Assists with Chamber workforce development and organizational activities as needed, and performs other duties as assigned.

This is a full-time position with benefits including three weeks paid vacation, paid sick time and 10 paid holidays; health, disability and life insurance; IRA contribution; and cell phone reimbursement.

**Applications due Sunday, September 19**

Apply by sending a resume' and cover letter to Matt Kilian, Brainerd Lakes Chamber President, at [matt@brainerdlakeschamber.com](mailto:matt@brainerdlakeschamber.com). Salary inquiries welcome. The full job description is posted online at [www.brainerdlakeschamber.com/director](http://www.brainerdlakeschamber.com/director).