

Job Description



Job Title: Manager, Talent Development
FLSA: Exempt
Date: July 2024

Job Summary:

Manage the implementation of programs and projects addressing the current and future talent and workforce needs of First Coast employers. Partner closely with CareerSource Northeast Florida, Community Based Organizations, Regional School Districts and Post-secondary partners to enhance ties to the Northeast Florida business community.

Essential Duties and Responsibilities:

Lead the successful execution of Employer Engagement initiatives that support the Regional Economic Development Strategic Plan and lead to the recruitment and development of the region's talent.

Serve as the Employer Liaison for the Connect to Companies Campaign, growing the number of regional employers that support work-based learning opportunities for regional school districts and postsecondary institutions.

Assist in the development and promotion of internship and apprenticeship programs by developing resources to support employers in developing and growing their programs and becoming youth ready organizations.

Assist in quarterly Workforce Briefings highlighting the region's target industries and provide talent partners with current and relevant information on the state of the industries and the needs of the employers, so talent can better prepare themselves for these future opportunities.

Assisting in content generation for EarnUp.org, particularly the Connect to Companies section that houses materials to prepare students for work-based learning opportunities, internships, and apprenticeships.

Assist with career pathway events throughout the region to further promote target and support industries growing in the region.

Engage with industry associations and committees to build relationships furthering talent initiatives.

Support career fair and career exploration events throughout the region, assisting in employer participation.

Support regional school districts and postsecondary institutions on Career and Technical Education Advisory boards aligned with targeted industries to build relationships and share industry data with partners.

Respond to workforce and talent development inquiries from external and internal sources. Assist JAXUSA staff in responding to workforce and talent questions from prospective companies.

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Support business development activities including RFP response support and prospect visits to employers and colleges.

Understand and utilize databases to generate reports. Collect, analyze, and use data points to measure programs activities toward strategic plan goals.

Complete the tracking and reporting of grant submissions for funds that allow work complimentary to the current strategic plan. Tracking and reporting information required for funding.

Assist in the execution of community outreach events with JAXUSA and JAX Chamber staff and partners.

Complete other duties as assigned by the Senior Director, Talent Development as well as Senior VP of Strategy and Talent Development.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree and a minimum three years in workforce development, talent attraction, or education.

Knowledge/Skills/Abilities:

- Excellent interpersonal skills and the ability to communicate and develop volunteer consensus, to work one-on-one with key business leaders and to interact effectively with a changing volunteer base.
- Strong project management skills and ability to work simultaneously on short-range and long-range projects.
- Preferred understanding of K-12, post-secondary and workforce pipeline and major stakeholders.
- Effective and efficient handling of detailed meeting preparations and orchestrating events.
- Ability and willingness to operate office equipment efficiently to perform computer job duties: Word, Excel, Access, PowerPoint, SBA, Outlook and other programs to draft necessary reports and communications.
- Commitment to work extended and/or irregular hours to perform job duties.
- Excellent professional appearance, reputation and credibility

| Skill Requirements: (X = Required for job) | | | |
|---|--|---|--|
| X | Utilize internet web sites/functions | X | Public speaking/group presentations |
| X | Utilize word processing software | X | Reasoning and logic |
| X | Utilize spreadsheet software | X | Leadership and supervisory |
| X | Utilize database software | X | Retrieve and compile information |
| X | Typing/computer keyboard | X | Maintain records/logs |
| X | Analyze and interpret information | X | Verify data and information |
| X | Ability to communicate verbally | X | Ability to prepare written communications |
| X | Operate office equipment, fax, phone, calculator, etc. | X | Basic mathematical concepts (add, subtract, multiply, divide) |
| X | Investigate, evaluate and recommend action | X | Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs) |
| X | Organize and prioritize information/tasks | | Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) |
| Physical Requirements: (X = Required for job) | | | |

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|---|--|---|---|
| X | Sitting for extended periods | X | Lifting up to 20 pounds of office supplies/equipment |
| X | Extended periods viewing computer screen | X | Carrying up to 20 pounds of office supplies/equipment |
| | Walking | X | Pushing/Pulling |
| X | Reading | X | Bending/Stooping |
| X | Standing | X | Reaching |
| X | Writing | X | Grasping |
| X | Hearing | | Repetitive Motions |

Hazards: (X = Required for job)

| | | | |
|---|----------------------------|--|--------------------------------------|
| X | Normal office environment | | Electrical current |
| | Toxic or caustic chemicals | | Housekeeping and/or cleaning agents |
| | Flammable, explosive gases | | Proximity to moving mechanical parts |

Employee Acknowledgement:

I have reviewed and understand the requirements stated in this Job Description.

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| Employee's Signature | Date |