

Job Description



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

Job Summary:

Manage and assist with the implementation of programs and projects addressing the current and future talent and workforce needs of Northeast Florida 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. Serve as an advocate and spokesperson for the Talent Initiatives of JAXUSA.

Essential Duties and Responsibilities:

Execute and support initiatives that are reflected in the Regional Economic Development Strategic Plan.

Customize and conduct independent presentations, virtual and in-person, to share EarnUp.org, FindYourJax.com and JAXUSA resources to secondary and post-secondary students, educators, community-partners, parents, and veterans.

Independently table at career fair and career exploration events both in and outside of the region.

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

Maintain accuracy and relevance of the regional internship board on Earnup.org. Generate internship Success Stories. Promote Internship Toolkit and make adjustments to maintain relevance. Interact with companies looking to develop internship and apprenticeship programs.

Assist with 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.

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.

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

Conduct and document Industry Visits to reflect current business/institutional needs.

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.

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

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measure programs activities toward strategic plan goals.

Complete accurate Salesforce entries, meeting minutes and other work products.

Manage lists for various initiatives and meeting groups

Assist with reporting of grant submissions for funds that allow work complimentary to the current strategic plan. Tracking and reporting information is 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 recruitment, marketing, business or education.

Knowledge/Skills/Abilities:

- Excellent communication skills both oral and written.
- Excellent interpersonal skills and the ability interact effectively one-on-one and in groups with a wide variety of individuals.
- 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 Salesforce, 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)

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X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			

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.	
Employee's Signature	Date