

Position Title: Talent Attraction Manager

Terms: Full-Time/exempt

Department: Talent and Education

Location: 300 N Broadway Ste 3A, Green Bay, WI

Reports To: AVP (Assistant Vice President) of Talent and Education

The Talent Attraction Manager will serve as a member of the dynamic Talent and Education team, part of our combined Growth and Talent team, focused on the execution of our community-wide Strategic Plan and core Chamber deliverables. In this role the TA Manager will work directly with the AVP of Talent and Education and across the team to build, lead and execute our talent attraction initiatives, such as the Community Concierge Program, our Your Move Green Bay brand, and various other attraction tools and initiatives. They will be part of the team leading programs and overall work to develop, retain, and attract talent across Greater Green Bay, delivering a strong workforce pipeline.

This is a highly visible, client-facing position, that will be actively engaged in our community with a robust set of community stakeholders at all levels, including businesses from across our region. Through a data-driven approach, this person will identify needs and opportunities, that guide our engagement in the Talent Attraction space. This position requires a creative individual with strong and flexible communication skills, and someone who can think on their feet. Candidates may need to be available for occasional evening and weekend work activities

Primary Responsibilities include:

- Assist with/lead all aspects of planning, promoting, and executing talent attraction initiatives
- Create new programming and elevate existing programming in the talent space
- Utilize data to track trends, gaps and opportunities
- Manage and execute our Community Concierge Program, delivering customized, impactful community tours and engagement activities that will attract talent
- Manage follow-up and on-going engagement activities including events, with new hires, that will connect them to meaningful resources and networks and aid in the retention of talent

- Manage our YourMove GB website, creating content and leading the business community engagement with this tool
- Work closely with colleagues across the Chamber team to promote our attraction tools across the community
- Support the innovation of new ideas to help businesses partners from all industries attract, develop and retain their talent
- Attend and participate in community events to promote the Chamber and build relationships with community partners
- Other duties as assigned or required

Candidate Requirements:

- Education or relevant work experience in business, hospitality, sales, client service, or marketing-related fields
- Demonstrated experience in building positive and productive relationships
- Ability and drive to be a champion of Greater Green Bay, with a passion to ensure our community is an inclusive and welcoming environment
- Strong, professional communication skills, written and verbal
- Interest and ability to work in a dynamic, fast-paced team environment
- Able to travel locally and maintain a valid driver's license
- Experience navigating partner/vendor agreements and partnerships is a plus
- Experience with social media and creating web content is a plus