



Seattle SHRM Outreach and Workforce Readiness Director
Volunteer Role

Position Summary:

The Outreach and Workforce Readiness Director is a pivotal member of the Seattle SHRM Board of Directors, responsible for leading strategic initiatives that enhance the chapter's visibility, cultivate partnerships, and promote a skilled and qualified workforce in the region. This role bridges the gap between the HR community, educational institutions, and the broader business landscape.

Responsible To:

- The chapter president
- The members of the chapter

Key Responsibilities:

- **Outreach and Chapter Visibility:**
 - Manage the chapter's outreach function to increase visibility within the community.
 - Develop and maintain strategic partnerships with businesses, organizations, and educational institutions.
 - Guide the activities of the chapter outreach committee.
 - Coordinate with the board to develop and implement 3-4 networking and chapter awareness activities per year.
 - Act as the chapter liaison with other SHRM chapters in the state for outreach and partnership opportunities.
 - Carry out ad hoc assignments from the president or board, such as membership promotion or strategic planning.
 - Represent the chapter in the human resources community.
- **Workforce Readiness Programs:**
 - Advocate for workforce readiness initiatives within the chapter and the community.
 - Build and strengthen relationships between the business community and local higher education institutions.
 - Partner with the local Workforce Development Board to support workforce readiness efforts.

- Collaborate with organizations serving individuals facing barriers to employment, such as those with disabilities, veterans, and low-income individuals.
 - Create communication and education plans to raise awareness of the value of workforce readiness programs.
 - Organize and implement at least one chapter program annually to promote workforce readiness.
 - Assist the Volunteer Director in supporting community workforce readiness initiatives.
 - Monitor local activities related to workforce readiness and provide updates to the chapter president and state workforce readiness director.
 - Participate in SHRM Workforce Readiness Core Leadership Area calls and webcasts.
- **Chapter Engagement and Leadership:**
 - Attend all monthly membership and board of directors' meetings.
 - Participate in the development and implementation of short-term and long-term strategic plans for the chapter.

Commitment:

As a member of the Seattle SHRM Board of Directors, the Outreach and Workforce Readiness Director is expected to dedicate a significant amount of time to developing and executing outreach and workforce readiness initiatives, attending chapter meetings, and collaborating with partners.