



THE CHAMBER

FARGO MOORHEAD WEST FARGO

Workforce Engagement Coordinator

JOB DESCRIPTION

Position: Workforce Engagement Coordinator

Reports to: Vice President of Workforce

FLSA: Full Time, Exempt

POSITION OBJECTIVE AND PURPOSE

The Workforce Engagement Coordinator strengthens connections with regional business and industry leaders, as well as other partners, by supporting their involvement in workforce-related grants, facilitating partnerships, and building relationships with community organizations. As part of the Workforce and Inclusion team, this role is vital in fostering collaborations that address critical workforce needs and contribute to the prosperity of the FMWF communities.

Key Responsibilities

- Champion the workforce technology platform (e.g. www.ignitefmwf.com) and collaborate with contracted programmers to meet deliverables and project needs.
- Curate relationships across business, non-profit organizations, government, etc.
- Actively participate in required trainings, meetings, and presentations.
- Develop and maintain Industry Sector Partnerships.
- Collaborate with supporting partners to recruit and track eligible participants for various grant awards.
- Provide presentations to engage stakeholders and amplify awareness of workforce opportunities and needs
- Collaboratively design and implement assessments tools and career development/job search events.
- Ensure the collection, retention, and security of all required data.
- Regularly document, assess, and optimize processes to ensure alignment with the organization's strategic objectives.
- Represent the organization at various events, workshops, and meetings to share information about workforce initiatives, opportunities, and collaborations.
- Contribute to a culture of collaboration, inclusivity, and service excellence within the organization.

Minimum Qualifications:

- Self-aware of personal attitudes, beliefs, and biases, with a commitment to inclusivity, particularly when working with historically excluded populations.
- Strong oral and written communication skills, with the ability to deliver effective public presentations.
- Comfortable networking and motivating diverse audiences to take action.
- Experience in using database software and CRM systems.
- Able to prioritize and organize multiple projects to meet deadlines efficiently.



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- Open to challenges and willing to learn from others.
- Able to handle and maintain confidentiality.
- Flexible, resourceful, and proactive in problem-solving and communication.
- Strong interpersonal skills, with the ability to establish and maintain professional relationships.
- Proficient in both in-person and online communication.
- Adaptable and capable of shifting focus when priorities change.
- Proficient in business software, including Microsoft Office.
- Strong project management and organizational skills, with the ability to manage tasks and meet deadlines.
- Demonstrated ability to collect, analyze, and manage data effectively.
- Able to work independently as well as collaboratively within a team.
- Demonstrates cultural competence and the ability to communicate and interact effectively with historically excluded populations across different cultures, abilities, genders, ethnicities, and races.

Other Requirements:

- Ability to travel locally and regionally as needed.
- Possession of a valid driver's license.
- Commitment to diversity, equity, and inclusion in all aspects of work.

BENEFICIAL QUALIFICATIONS

- Bachelor's degree in communication, Sociology, Psychology, Project Management or other closely related field or equivalent experience
- Familiarity with grant-funded programs and reporting requirements.
- Experience in workforce development, career services, education, non-profit program management, or a related field.
- Experience working with historically underserved populations, particularly in educational or workforce settings.
- Knowledge of local business/industry's needs

WORKING CONDITIONS AND ENVIRONMENT

The Chamber is a flexible work environment that offers competitive benefits including paid time off, adjusted summer hours, health and dental, and 401k contributions. Chamber employees have access to professional development opportunities through high-quality events and training. The team culture is fun, innovative, collaborative and prides itself on excellence.