Department: Institute for Workforce Excellence
Position Title: Assistant Director for Partnerships and Training
Reports To: Executive Director
Exempt/Non-Exempt: ☒ Exempt ☐ Non-Exempt (OT Eligible)

Summary:
The assistant director will serve as a central point of contact for the partnership and engagement efforts related to the Institute for Workforce Excellence. This role will have primary responsibility for cultivating and maintaining relationships with employers, educators, state agencies and regional partners.

Development of productive sector relationships will be a focus of the assistant director’s responsibilities as it pertains to the collaboration and alignment of industry and educational partners. The assistant director will support the organization’s strategic plan implementation through identifying innovative and actionable ideas to achieve outcomes.

Essential Duties and Responsibilities:
• Serve as a central point of contact for employer, community and education partnerships to participate in Institute projects and activities.
• Expand employer reach/training throughout the state, as directed by the executive director.
• Develop partnerships with employers, chambers of commerce, local economic development organizations and regional workforce intermediaries to identify and develop career pathways.
• Recruit new Indiana employers to become actively engaged in offering internships and other work-and-learn experiences.
• Create connections between Indiana employers and educational institutions.
• Develop strategies to encourage employers to think beyond traditional internships to broaden their talent pipeline.
• Create professional development opportunities for employers, including workshops, webinars and guides.
• Support regional partners in their efforts to expand and improve talent development programs in their region and throughout Indiana.
• Represent Work and Learn Indiana at various employer-focused events and speaking engagements.
• Survey employers periodically, using results to enhance the employer experience.
• Direct technical support activities related for employers, students and career services professionals – both face-to-face and internet settings.
• Assist executive director with grantmaking and other development activities.

**Secondary Duties/Responsibilities:**

• Assist with Indiana Chamber activities as required.

**Job Requirements:**

• Undergraduate degree with K-12, Postsecondary, Adult Education or Human Resource experience.
• Three to five years of experience leading initiatives aimed at increasing talent outcomes.
• Excellent written, oral and interpersonal communication skills, as well as strong public speaking.
• Knowledge of the impact of experiential learning on a student’s transition from education to employment.
• Ability to interpret and communicate information to a variety of audiences.
• Highly organized and able to manage multiple priorities simultaneously.
• Availability to travel moderately throughout Indiana as required.

**Skill Preferences:**

• Familiarity with both the Indiana education and employment sectors.
• Familiarity with non-profit organizational structure.
• Supervising paraprofessional staff.
• Working knowledge of the Microsoft Office suite (Outlook, Word, Excel and PowerPoint).
• Ability and desire to cultivate professional relationships with the goal of furthering experiential learning throughout the state.

**Direct Reports:**
Incumbent has no direct reports and therefore has no supervisory responsibilities.

**Personal Work Relationships:**
Candidate should be highly adaptable and with the ability to work effectively both independently and collaboratively with other members of a cross-functional team.

**Physical Effort:**
Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.