

Athens Area Chamber of Commerce

Seeking Chief Workforce Officer

September 17, 2024

The Athens Area Chamber of Commerce is seeking a dynamic and enthusiastic leader to implement the AthensAchieves! Workforce Development Plan as Chief Workforce Officer (CWO). We believe that AthensAchieves! offers the Athens area an opportunity for generational change in employment patterns and practices. When fully implemented, AthensAchieves! will provide pathways to the lives that all Athenians want to lead while strengthening the economic health of the region.

The startup funding for the plan was provided by the Unified Government of Athens-Clarke County from ARPA funds; the CWO will be responsible for securing grant funding and other resources to make the plan viable beyond this initial support. AthensAchieves! was developed with input and participation from a coalition the represented the breadth, depth, and diversity of this community we call home.

The ideal candidate will possess

* A demonstrated record of success in community workforce development
* A bachelor's degree at minimum; master’s degree preferred
* The ability to communicate effectively

Additional details are available in the job posting (link?)

The salary range for this position is $125,000-$145,000, plus benefits.

Just 72 miles east of Atlanta, and home to the University of Georgia (one of America’s best public research universities), Athens has the advantage of being both an economic and academic hub away from the rush of a large metro area. Known for its eclectic music scene, funky vibe and mix of traditional downtown, modern arts scene, and rural outskirts, Athens is one of the most affordable places to live in the Southeast.

The Job Description is attached.

You can mail resumes to:

David Bradley

Athens Area Chamber of Commerce

246 West Hancock Avenue

Athens, GA 30605

Or send resume to

[Resumes@athensga.com](mailto:Resumes@athensga.com)



ATHENS AREA CHAMBER OF COMMERCE

Chief Workforce Officer

Job Description

Position: Chief Workforce Officer

Job Status: Exempt, Full-Time

Reports to: President & CEO

The Athens Area Chamber of Commerce seeks a visionary leader to serve as Chief Workforce Officer (CWO) and lead the implementation of the AthensAchieves! workforce development plan. AthensAchieves! is supported by startup funding from the Unified Government of Athens-Clarke County; is endorsed by leaders of area businesses and industries; and involves community leaders from a variety of organizations. The CWO will work closely with these partners to create the strategy for developing an agile workforce that is responsive to the changing needs the employment community and provides the opportunity for a better life for everyone in this community. The CWO will serve as a liaison to create alignment within the education/employment/workforce/community organization service provider organization.

The ideal candidate should be self-motivated and results-oriented with a positive outlook and a clear focus on meeting the workforce needs of Athens area businesses. The CWO will be seen as an integral community leader creating value for employers, educational institutions and Athens-Clarke County citizens. Demonstrated experience and success in workforce development are desired qualities in the ideal candidate.

Responsibilities will include but will not be limited to:

* Developing a Board of Advisors comprised of key decision makers from the community’s employers. Board of Advisors should meet monthly to determine direction of effort and future needs.
* Establishing objective criteria to measure the progress of the AthensAchieves! plan.
* Focusing on the implementation of the 2024 Workforce Development Strategic Plan through:
  + Understanding the business community needs for a current and future workforce
  + Working directly with the CEO of the Athens Community Career Academy to determine value and viability of current and future Career Pathways. Work to connect the employment community to the ACCA.
  + Working directly with various service providers to ensure alignment of purpose and project implementation per the 2024 Workforce Development Strategic Plan.
* Creating a vertically integrated Job Portal
  + Job Portal will be primary tool for increasing employment in Athens-Clarke County area.
    - CWO will staff and coordinate personal “navigators” to help job seekers find most suitable opportunity matching skill sets and occupational needs. Staff will provide direct help in directing seeker to training opportunities as available.
    - Portal will have a direct/accountable connection to Human Resources department with local employers. Employers will have responsibility to provide

updated response for all resumes coming through the portal.

* Expanding funding sources
  + This effort should provide great value to employers. For this effort to succeed, employers need to “buy into” the program through their engagement but also their funding.
  + Seek local, state, national grants to provide support and expansion of the program.
* Working directly with local education institutions to assure alignment of purpose
  + Support student engagement through supporting the increase of third grade reading proficiency.
  + Support expansion of Essential Skill recognition at all levels of the education system
  + Connect opportunities for business connectivity at all levels of education through:
    - Speakers Bureau
    - Hiring/Career Days
    - Career Expo
  + Promoting entrepreneurship at all educational levels.

Success in the first year will be determined by:

* Engagement of Board of Directors/Advisers through meeting monthly to determine current and future workforce needs and develop plan to utilize AthensAchieves! to address those needs.
* Establishment of periodic (no less than once per quarter) meetings with Workforce Development partners to determine alignment. Establishment and utilization of partner agreements to align programs to meet AthensAchieves! Goals.
* Finalize and administrate the sub-grants noted in the AthensAchieves! Strategic Plan. Utilization of pre-determined metrics for each sub-grant to determine if expectations are being achieved.
* Through grant or private investment, raise minimum of $500,000 to support AthensAchieves! Programming or those of our partners.
* Other duties as assigned.