Job Opening
Director of Workforce and Talent
Greater Austin Chamber of Commerce

The Greater Austin Chamber of Commerce seeks a mid-career professional with strong project management, analytic, and interpersonal skills, to serve as a community leader, convener, advocate, and collaborator who shapes policy, leads programs, and devises strategies that help make Austin and the Central Texas home to the most highly skilled, innovative, and resilient workforce in the world.

About the Chamber:

The Chamber works with Central Texas educators, employers, federal, state, and local leaders to (1) support policies that create economic opportunity, (2) support education and workforce initiatives, particularly in high-demand industries, (3) support investments in infrastructure necessary to support the region’s population and economy, both today and the future.

Chamber members are many of Central Texas’ most civic-minded businesses and individuals. Chamber membership allows them to come together to provide influence and positive impact throughout the region.

This position is primarily responsible for supporting the talent and workforce initiatives of Opportunity Austin and the Austin Chamber.

Primary responsibilities of this include but are not limited to:

- Supporting the Austin Chamber advocacy on local, regional, state, and federal workforce and labor policies and programs.
- Coordination and support of the Austin Chamber’s Education and Talent Council and support for the Vice Chair of Education & Talent.
- Producing and publishing monthly and annual reports, publications, social media and blog posts on labor market trends, workforce data, job postings, and similar content specific to Central Texas.
- Building relationships with Chamber Members, regional HR professionals, and career service offices at higher education and training institutions.
- Collaborating with federal, state, and local partners including the Texas Workforce Commission, local and regional workforce boards, educational institutions and training providers to support and scale education and training opportunities for in-demand jobs and industries.
- Assisting in the pursuit of grants and in the production of grant reports for education and talent initiatives.
- Building relationships, develop collateral materials and strategies to attract out-of-market talent.
• Establishing and maintaining relationships with counterparts at chambers of commerce across the region, state, country to bolster the Austin Chamber’s influence and benefit Central Texas.

The ideal candidate will:

• Exhibit attributes consistent with the Austin Chamber’s core-values: service-oriented, professional, enthusiastic, entrepreneurial, and dependable.
• Have a passion for their work and the subject matter of workforce and education data and policy.
• Enjoy working with chambers of commerce and business leaders.
• Have experience working in one or more of the following fields: career services or workforce development, communications, data analytics, administration, government, government relations, advocacy, education, or policy.
• Be a conscientious and effective communicator who can present ideas efficiently and succinctly in person, in writing, and online.
• Have experience with project management and conduct work in an organized manner with attention to detail.
• Have experience working with or be comfortable learning EMSI software, HWOL software, Lightcast, Nepris/Pathful platform, Asana, Salesforce, Netsuite, Zoom, and Microsoft Outlook, Excel and PowerPoint.
• Enjoy working collaboratively with a team and working independently, demonstrate good judgment and willingness to follow instructions, take initiative, and supervise interns.

Other information:

This position will report to the Vice President of Education & Talent Development. This individual will also work closely with the other members of the policy team and chamber staff including other policy staff, economic development, administration, communications, membership, and events teams.

The position is in Austin. The individual will be permitted to work in a hybrid remote/in-office arrangement. The individual will be expected to work in the office a few days a week and as needed, attend in-person chamber events, coalition meetings, community meetings, receptions, and legislative and agency proceedings, etc. as necessary. Some events that fall outside of regular working hours may be required.

This position pays $75,000 - $85,000 annual salary. The position is full-time and includes comprehensive healthcare and contributions toward a retirement fund.

How to apply:

Interested applicants should submit a cover letter, a resume, and a list of 2-3 references by email to Gilbert Zavala (gzavala@austinchamber.com). Applicants will be called for an in-person interview. References will not be contacted without prior authorization from the applicant.