



Job Title:	Manager, Education & Workforce Policy	Position Type:	Exempt / Full-Time
Department:	Advocacy	Reports to:	VP, Government Relations
Position Summary			
<p>This role is responsible for leading the education and workforce advocacy function for the Greater Austin Chamber of Commerce. This includes leading the development and implementation of the Chamber’s annual work plan in support of Chamber Board-adopted advocacy positions related to improving educational outcomes for students, bolstering workforce development programs and strengthening the Central Texas talent pipeline. This position will influence policies and programs that support the Austin Chamber’s goal of making Austin and Central Texas the best place to live, work and thrive in the world.</p>			
Roles and Responsibilities			
<ul style="list-style-type: none"> • Supporting the Austin Chamber advocacy team on local, regional, state, and federal workforce and education policies and programs. • Leading the programming for the Austin Chamber’s Education and Talent Committee and supporting the Vice Chair of Talent. • Collaborating with local, state and federal stakeholders, including regional workforce boards and educational institutions of all levels, to develop education and training opportunities for in-demand jobs and industries. • Engaging with Central Texas school district leadership to identify areas of collaboration and build relationships between the business community and education leaders. • Building relationships with Chamber Members, regional HR professionals, and career service offices at higher education and training institutions. • Support the Chamber’s advocacy efforts at the local, state and federal level related to relevant education, workforce and labor policies. • 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. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • 3-5 years of experience in education, public affairs, public administration, government relations, communications, workforce development, or other related role. • Bachelor's degree in education, political science, public administration, communications, or related field. • Demonstrated experience working with and advising executive leadership. • Experience working with partner agencies and stakeholders to advance organization priorities. • Strong analytical and project management skills. • Excellent verbal and written communications skills. • Demonstrates a working knowledge of general office skills, internal procedures, and computer software skills (Microsoft Word, Outlook, Excel, Power Point) as well as association/ database management system experience. • Open to taking direction and learning new skills. • Able to multi-task and work a variety of types of projects with short deadlines. 			



PREFERRED SKILLS

This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team:

- Assisting in the pursuit of grants and in the production of grant reports for education and talent initiatives.
- Possess relevant policy experience related to workforce and education issues.
- 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.
- Possess strong communication, interpersonal and public speaking skills.
- Demonstrate progressive levels of responsibilities and project management throughout their career.
- Exhibit attributes consistent with the Austin Chamber’s core-values: service-oriented, professional, enthusiastic, entrepreneurial, and dependable.
- Have experience working with or be comfortable learning Asana, HubSpot, NetSuite and Zoom.
- Enjoy working collaboratively with a team and working independently, demonstrate good judgment and willingness to follow instructions, take initiative, and supervise interns.
- Professional, “can-do” demeanor.
- Energetic, highly motivated, self-starter.

ADDITIONAL NOTES

The Greater Austin Chamber of Commerce is an equal opportunity employer and does not tolerate harassment, discrimination, or retaliation. This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement, for the time being. This individual will be expected to work in the office 3 days a week and as needed after a 30-day provisional period of working in the office 5 days/week. Some events that fall outside of regular working hours may be required. This position pays \$55,000 - \$65,000 annual salary. This position includes a competitive comprehensive healthcare plan and contributions toward a retirement fund. All candidates must pass a background check.

I understand that all pre-employment screening activities are conducted in compliance with federal and state employment laws. Background checks are completed during the post-offer stage of the employment process in compliance with the Fair Credit Reporting Act requirements. I also fully understand the content of this job description, have had the opportunity to ask questions regarding this job description, and have had the job duties and responsibilities, qualifications, and physical demands and working conditions explained to me. I am capable of performing the essential functions of this job with or without reasonable accommodation. If I need accommodation, I will ask the hiring manager for it. I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Applicant Signature: _____ Date: _____

Last Updated By:	Emily Alley	Date:	1/10/24
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