



POSITION DESCRIPTION:
Director of Career Linked Learning Program
Gresham Area Chamber of Commerce

Powerful opportunity to change lives and be part of the vitality and prosperity of the greater Gresham community. If you are a leader, champion, catalyst and convener, you possess the skill set to apply for the newly developed Career Linked Learning Program as the Director.

The Director of Career Linked Learning is responsible for the success and sustainability of the Career Linked Learning (CLL) Program. This person leads the project management of the CLL Program which includes but is not limited to collaborating, developing, implementing and evaluating the functions of the program. Specific, measurable targets for deliverables outlined in the Scope of Work will be set by the Director of Career Linked Learning in cooperation with the Gresham Area Chamber CEO and the Career Linked Learning Advisory Committee.

Specific tasks include but are not limited to:

- Career Linked Learning Opportunities
 - Collaborate and coordinate with school based staff, such as college and career coordinators and teachers, to create the following opportunities for students:
 - Career Related Learning Experiences
 - Career Days
 - Job Shadows
 - Informational interviews
 - Internships and apprenticeship opportunities
- Partnership Development
 - Foster partnerships with business enterprises that will collaborate to offer career related learning experiences.
 - Serve as representative from The Career Linked Learning Program on Career Linked Learning team with East Multnomah County School Districts, Mount Hood Community College and the City of Gresham to plan for Career Related Learning Experiences for students, as stated in the Statement of Purpose.
 - Partnership development in each of six major career sectors based on student interest and industry demand

Essential Skills

- Project Management
- Communication and relationship builder
- Bold Networking skills with business and industry leaders
- Public speaking and writing
- Attention to detail
- Clear communicator
- Event planning
- Culturally Competent



- Creative and Innovator
- Problem Solver
- Online Research
- Relational
- Collaboration and teamwork
- Current technical skills
 - Microsoft Office Suite
 - Google Drive
 - Database management
 - Strong Microsoft Excel knowledge

Education and Experience

- 3-5 years experience working as businesses owner or decision making level employee
- Postsecondary education and/or training, preferably a Bachelor in Business, Communications, or other related field
- 3-5 years experience developing partnerships with high degree of success
- Experience convening groups of people for meetings
- Familiar with Greater East County community
- Experience in leadership and facilitation
- Bi-lingual/ Bi-cultural preferred

Capabilities:

- Work with multiple, diverse stakeholders
- Track data and measure outcomes of efforts
- Flex schedule on occasion to accommodate business needs and their capacity to host students
- Represent business in education settings
- Represent education in business settings
- Work with teachers and college and career coordinators to tailor experiences to students and schools as well as industry
- Grant Writing experience
- Must provide own a vehicle and have a valid driver's license

Compensation:

- \$65-70,000 plus benefits, Based on experience
- Full-time
- Vacation after one year

Send resume to Lynn.ceo@greshamchamber.org. No phone inquiries