

SHRM Olympia Chapter

Position Description: Workforce Director/Champion

Reports To

Chapter President

Estimated Monthly Commitment

8–12 hours/month

Voting Status

Voting Member

Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

Position Purpose

The Workforce Development Director/Champion leads initiatives that strengthen the regional talent pipeline, develop HR-aligned workforce strategies, and build partnerships between employers, educators, and economic development organizations. This position ensures that SHRM Olympia is a proactive force in shaping the future of work in our five-county region.

Core Responsibilities

Role Development & Representation:

- Serve as the Chapter's liaison to workforce councils, community colleges, and training programs
- Stay current on workforce trends and talent pipeline initiatives in the five-county region
- Champion HR's role in regional economic development efforts

Strategic Development & Programming:

- Identify and recommend workforce-related programming for monthly meetings or special events
- Support high school and college partnerships to promote careers in HR
- Collaborate on events tied to National Career Development Month, Workforce Week, etc.

Collaboration & Liaison Areas:

- Partner with the Membership Director to track community outreach
- Coordinate with the WA State SHRM Council and other Chapter workforce contacts
- Connect with SHRM Foundation initiatives related to workforce readiness

Informational Resources & Communication:

- Provide the board with updates on regional workforce needs, grant opportunities, or HR pipeline challenges

- Maintain a shared list of regional contacts and relevant programs

Annual Goals:

- Support SHRM Olympia's mission to educate, empower, and elevate the region's workforce through strategic HR and workforce partnerships.
- Develop 2–3 new connections or collaborations with workforce development partners annually.
- Help design and support workforce-related programming or campaigns throughout the year.
- Submit monthly report for Board meetings.

Deliverables & Timelines:

January:

- Identify current workforce development partners in the five-county region and build a contact list

March/April:

- Consider partnering with Thurston County Chamber on the Find Your Future event

Monthly:

- Submit monthly updates to the Board; highlight workforce events, trends, or opportunities
- Join monthly South Sound Council meetings, and other relevant groups

October:

- Contribute input to strategic planning conversations
- Partner with Thurston County Chamber for Future of Work Summit

Year-Round:

Support programming, promote workforce-aligned events, and build relationships with key workforce stakeholders

Required Skills & Qualifications:

- SHRM Membership (required)
- Passion for regional workforce and talent development
- Knowledge of workforce or economic development is a plus but not required
- Ability to communicate and collaborate with external partners
- Strong initiative and project coordination abilities
- Comfort with outreach, networking, and systems-thinking
- Willingness to represent the Chapter in community and professional settings

Term Length & Succession

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Supports onboarding of successor if applicable

Collaboration & Liaison Areas

- SHRM WA State Council Workforce Readiness Director
- Local colleges, CTE programs, and high schools
- PacMtn Workforce Council and other regional EDCs
- Local Chambers of Commerce and community-based organizations
- Inclusion & Diversity Director, Sponsorship Director, and Programs Co-Directors

Perks of Serving

- \$300 annual reimbursement for SHRM membership (renewed upon active participation)
- Opportunity to build influential relationships across the region
- Full meal covered at annual Board holiday gathering

This Role Supports SHRM Olympia's Mission By

Building relationships that empower people and workplaces to thrive. Workforce development efforts connect HR practices with broader community needs—strengthening our region, growing career opportunities, and promoting equitable economic advancement.