

## Greater Lafayette Commerce

### **Position: Talent Attraction Specialist**

A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life. Major Goal: 25,000 more people living in Greater Lafayette by 2026.

### **Work Culture**

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced and goal-oriented.

### **Personal Attributes**

To appropriately meet the needs of the position, the events program manager is expected to:

- Determine the best approach and execute projects to completion.
- Handle multiple projects simultaneously.
- Communicate in a factual, direct, persuasive and to-the-point style.
- Be comfortable meeting new people.
- Maintain a high level of energy and positiveness, even instilling that in others.
- Be socially approachable and extremely outgoing.
- Handle pressure, interruptions, and change.
- Work harmoniously and cooperatively with co-workers, members, volunteers, and others in the community.
- Accomplish tasks independently, take charge when needed, act persuasively and persevere while maintaining self-discipline, focus and mental stamina.
- Redefine organization, attention to detail and keeping track of a full calendar.
- Work in a team-focused manner and environment.
- Meet deadlines.
- Maintain a good nature and pleasant demeanor, especially under pressure.

### **Position Requirements**

- Bachelor's degree
- 3 years in Human Resources, specializing in Talent Acquisition/Recruiting.
- Demonstrated knowledge of general recruiting techniques, and extensive experience in online/social media recruiting.
- Understanding of HR Generalist concepts in order to interface with Greater Lafayette HR and Recruiting Managers
- Advanced communication (written, verbal, interpersonal) skills required.

- Focused, driven, self-motivated and interested in advancement in the organization.
- Excellent organizational and multi-tasking skills.
- Technical proficiencies with common computer applications
- Excellent organizational and detail management skills.
- Ability to work well with people and enjoy coordinating volunteers. Professional appearance, demeanor, and attitude.
- Adept at modern technology, software, and social media tools.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.
- Visionary skills in looking and planning far in advance, seeking improved ways to do things, suggesting enhancements to improve the organization.

## **Responsibilities**

### Primary Items

- Develop resources, strategies, and campaigns to help GL employers recruit talent from outside of the region
- Be a resource for firms seeking to recruit talent to Greater Lafayette.
- Conduct Recruitment trips to other parts of the US.
- Work with Statewide resources.
- Manage the *TalentTrack* program
- Work in partnership in the development of talent pipelines through universities, military and other organizations and programs to ensure the growth of talent pools to support the needs of the businesses.
- Work in collaboration with the Workforce Development Director Collaborate with the Events Team to create engagement opportunities and sell attendance at events.
- Collaborate with council chairs to lead taskforce initiatives.
- Collaborate with the Development Director to identify potential sponsorship dollars through relationship building.
- Collaborate with the Marketing Director to ensure brand consistency. Report to the Vice President of Economic and Workforce Development.