



WORKFORCE DEVELOPMENT MANAGER

Big Sky Economic Development is seeking a dynamic and driven Workforce Development Manager to leverage relationships with business and industry to address workforce needs and assist with talent supply and demand.

The BillingsWorks Manager plays a pivotal role in driving workforce development initiatives and fostering partnerships within the community. This position leads the workforce development program in collaboration with the Senior Director of Engagement and the BillingsWorks Steering Committee addressing current and future workforce needs in Yellowstone County and the region.

In this job, you would be responsible for:

- Driving achievement of BillingsWorks Steering Committee goals around workforce needs and solutions through facilitation, communication and collaboration of the committee and providing structure.
- Developing and strengthening relationships with K-12 and higher education partners to implement programs that encourage career exploration and instruction, career readiness programming and workforce training.
- Partner with local industry to implement the Better Off in Billings talent attraction/retention campaign and assist with or plan annual events.
- Work with BSED team to develop a quarterly data report to report out to Member Investors. In partnership with the Senior Director of Engagement, work to build a marketing plan to distribute this data.
- Develop marketing materials to support the workforce development program.
- Perform research and help community partners synthesize Workforce data into practical application.
- Participate in staff meetings and planning sessions, and offer planning and vision for the Workforce Development Program as part of the BSED team.
- Other duties as assigned.

You're a good fit for this job if you have:

- Bachelor's degree in a business, human resources, or other applicable workforce development field or equivalent combination of education and experience.
- At least five years of successful experience in workforce development, human resources, or communications for a business or community-based organization.
- Excellent professional communication, presentation and public speaking skills.
- Experience with public relations and outreach.
- A combination of education and experience is deemed appropriate for the duties and responsibilities of this position.

A full job description will be made available during the interview process.

Other info you should know:

- This position reports to the Senior Director of Engagement.
- This position requires work-related travel and over-night stays, travel by personal vehicle, rented vehicle, and commercial transportation to participate in business related meetings.
- This is a full-time, exempt position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, Montana.

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to Careers@bigskyeda.org

**THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP.
APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

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