

Job Description	
BillingsWorks Manager	
Reports To: Senior Director of Engagement	FLSA Status: Exempt
Position Status: Full-time	Revision Date: August 2023

Role Overview:

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.

Essential Duties and Responsibilities:

An individual must be able to function at a high level and perform each essential duty independently and accurately. The responsibilities listed are a representation of the various types of work. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BillingsWorks Steering Committee Management:

- Coordinate routine BillingsWorks Steering Committee meetings.
- Develop and implement the goals and communication plan of the BillingsWorks Steering Committee, collaborating with the Senior Director of Engagement and committee to formulate a strategic plan.
- Cultivate and sustain relationships with Billings workforce leaders, statewide workforce leaders, and represent BillingsWorks at community events/meetings focused on workforce development.
- Provide platforms for constructive dialogues on critical workforce issues, maintaining regular contact with Steering Committee and businesses.

Education Partner Collaboration:

- Lead the development and implementation of the **Yellowstone County Summer Jobs Program** in partnership with AJAY Montana, Billings Chamber of Commerce, and Billings Public Schools, overseeing the organizing committee.
- Drive the planning and execution of the **Summer Intern Leadership Institute** in collaboration with the Billings Chamber of Commerce.
- Manage additional workforce development programming/projects as needed.
- Encourage local industry partners to support programs and services, collaborating with community partners to enhance career exploration and instruction.
- Work closely with the Career Outreach Director in SD2 to offer support in the development and execution of Career Readiness goals and objectives.
- Devise programs in coordination with Job Service, Adult Community Education, and other workforce development partners for workforce training/retraining outside K-12 and higher education.
- Foster partnerships with higher education institutions within Yellowstone County (Rocky Mountain College, Montana State University Billings, City College, and Montana College of Osteopathic

Medicine) to strengthen connections between students and local industries for work-based learning experiences, including internships, apprenticeships, and mentorships.

Private Sector/Community Partners Engagement:

- Engage with diverse businesses and workforce programs in the region.
- Collaborate with specific industry sectors to establish focused "sector groups" and develop tailored programming and workforce solutions.
- Sustain relationships through collaborations with existing programs.

Data and Reporting:

- Collaborate with the BSED team to produce a quarterly data report, with a focus for this role on workforce numbers, industry trends, and labor force, working with the Senior Director of Engagement to create a marketing plan for effective data distribution.

Marketing/Public Relations:

- Assist in the development of marketing materials and communication tools for BillingsWorks and Better Off in Billings. Work with Senior Director to continue to advance **Better Off in Billings Talent Attraction and Retention** Resources/Tools/Campaigns.
- Collaborate with Senior Director and Marketing Manager to enhance the betteroffinbillings.org site and information on BSED website for BillingsWorks. In addition to developing a strong social media presence with this content.

BSED Team Responsibilities:

- Actively participate in staff meetings, team planning sessions, contributing to the engagement quadrant, BSED's vision and planning sessions with the team.
- Provide administrative support for the program.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and abilities required to perform job duties at a high level.

1. Professional Communication— knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, proper grammar, and professional etiquette; communicates effectively in written form, over the phone and in person.
2. Presentation/Facilitation Skills – ability to present, facilitate and lead small and large groups representing various industries and degrees of expertise.
3. Public Speaking – ability to speak and present in a way that informs, engages and influences the audience on behalf of the program objectives and community needs.
4. Interpersonal Relations – ability to build strong relationships and communicate effectively with a diverse group of people.
5. Public Relations and Outreach – Provides critical communication to keep partners, stakeholders, and the broader community informed and updated on workforce development strategies and activities.
6. Teamwork Oriented – ability to effectively align within a collaborative effort to achieve common

goals and outcomes.

7. Technical Capability –proficient in fundamental office and computer equipment as well as Microsoft Office Suite, social media platforms, and video conferencing/webinar platforms.
8. Personal Effectiveness/Time Management – ability to strategically utilize time and resources to manage priorities, timelines, deadlines, and details under pressure, with accuracy, and to a high level of proficiency.
9. Work Independently – ability to manage assigned projects, timelines, deadlines and details with accuracy and without the need of direct supervision
10. Emotional Intelligence –ability to recognize and discern emotions to guide thinking and behavior to adapt to dynamic environments and collaborative teams.
11. Adaptability – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a degree in a business, human resources, or other applicable workforce development field; or the equivalent combination of education and job-related experience.
- At least five years of successful experience in workforce development, human resources, talent recruitment, or communications for a business or community-based organization.

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle, or commercial transportation to participate in business-related meetings. Occasional driving may be required.
2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and can travel.
3. Office hours are generally 8 a.m. until 5 p.m. This is a full-time, salaried, exempt position. The schedule will be set with the Director of Business Development and may fluctuate as a result of early morning, lunch hour, or evening and weekend work to provide program resources.
4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meetings or project sites. Remote work may be considered.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; speak (with clarity) and hear. The employee frequently is required to walk or move about and sit or stand for extended periods of time. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s). Duties, responsibilities and activities may change at any time with or without notice.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Big Sky EDA reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Date

Print Name

Supervisor Signature: _____

Date: _____