

Inspire Waupaca County Director

Introduction: The Waupaca Area Chamber of Commerce, New London Area Chamber of Commerce, Clintonville Area Chamber of Commerce and the Waupaca County Economic Development Corporation are seeking a Director, that will service Inspire Waupaca County. This position will work with the School Districts and Businesses within the county to develop career related learning offerings for students and teachers using the Inspire WI programming.

The four entities will assist the Director on the mission and priorities to ensure a successful Inspire program. Inspire WI will offer help and support to ensure that programing is meeting Inspire standards.

Inspire Director Job Responsibilities:

1. Public Awareness, Community Outreach and Membership

- a. Recruit and gain commitment from business leaders with an emphasis placed on targeting high need industry sectors.
- b. Facilitate communications/best practices between business and education to meet local county and New North regional goals.
- c. Implement an outreach communication plan to affect community/stakeholder enthusiasm and alignment.
- d. Prepare communication documents to update stakeholders on implementation progress during reporting timelines (Fall, Winter, Spring)
- e. Represent Inspire with government agencies, and stay abreast of changes in the State educational environment to expand Inspire across K-16 programming.
- f. Collaborate with other Inspire Deployments in the Inspire WI Network and the State of WI.

2. Inspire Programming

- a. Work with schools and businesses to expand opportunities for hands-on, experiential learning for both students and teachers.
- b. Coordinate with Inspire WI to leverage technology to assist with deployment management and efficiency
- c. Manage background check process for local deployment region.

3. Monitor Program Effectiveness.

- a. Provide a work process to manage continuous improvement and performance accountability.
- b. Provide assistance to School Counselors to actively promote career planning (ACP process development).
- c. Collaborate with Inspire WI team to assess effectiveness and recommend improvements.
- d. Interface with new career coaches to ensure understanding of the Inspire website and program.

4. Fiscal Management

- a. Develop fiscal plan based on New North deployment models to sustain programming in the region.
- b. Ensure that all records are maintained to provide for all required fiscal reports.
- c. Review financials monthly to ensure that expenses and income are in line with the budget; adjust as needed.
- d. Operate day to day enterprise within normal business practices as authorized by the Board to maintain fiscal health of the organization.

Work Hours:

The Chambers and WCEDC expect this person to maintain flexible hours during the work week with around 30 hours a week during the school year with summer flex hours of around 20 hours a week. This position's success will be measured upon revenue generation and meeting programming goals. An office workspace will be supplied at the Waupaca Area Chamber. A combination of remote work and office work can be expected. This position will formally be an employee of the Waupaca Area Chamber of Commerce.

Preferred Qualifications / Skills:

- Presentation skills
- Written communication
- Graphic design skills
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination
- Strategic planning
- Market knowledge
- In person communication skills
- Skills in building and maintaining relationships
- Self-Motivated
- Growth mindset
- Collaboration

Salary and benefits: Flexible hours, paid vacation, paid holidays and SEP Retirement program. Salary \$40,000 a year. Commission on sales of first year business participation.

Why Apply? If you are self-motivated and like the idea of having a direct impact on workforce development then this is a great opportunity for you. In this position you will play an integral role in helping achieve programming and funding for career-based learning that will generate enthusiasm with students and businesses. This position will be given every opportunity to succeed with proper resources and clear direction from the Chambers and WCEDC.

How to Apply: Submit resume to info@WaupcaAreaChamber.com mail to Waupaca Area Chamber of Commerce, Inc. 315 S Main St, Waupaca WI 54981