Summary of Position

Advance ACEC Indiana’s mission to promote engineering and related professions as a career of choice among secondary and higher education students, and attract experienced professionals who left the industry or state back to Indiana consulting engineering firms.

Title: Workforce Development Director
Supervisor: Executive Director

Essential Duties & Responsibilities

- Develop and implement a strategy to impact workforce development within the ACEC Indiana member firms, in coordination with staff, ACEC IN Board, ACEC IN committees and member firm volunteers.
- Serve as liaison for ACEC Indiana’s Education and Workforce Development Committees.
- Spearhead National Engineers Week outreach effort in state.
- Collaborate with elementary, middle, and high schools and lead outreach efforts in identified areas of high ACEC firm concentration.
- Form a partnership with higher education institutions to increase scholarship applicants, internship opportunities and post-graduation placements.
- Collaborate with other organizations who may offer opportunities to “skill up” candidates outside the engineering industry for technical and other administrative positions.
- Support efforts to increase diversity within the engineering workforce.
- Serve as liaison to any third-party consultants, partner organizations and state agencies to recruit and retain talent in the state of Indiana.
- Identify and execute opportunities for non-dues revenue that add value to member firms’ workforce initiatives.
- Other duties as assigned by the Executive Director.

Qualifications

- Excellent organizational skills, a high-level of enthusiasm, and a detail-oriented mindset; able to respond to changing priorities in a small team environment.
- Excellent written, verbal, and project management skills.
- Outstanding skill level with MS Office (Word, Excel, PowerPoint), Adobe Professional, Canva, and social mediums such as LinkedIn, Facebook, Twitter and Instagram.
- Ability to multi-task in a fast-paced environment, self-start and build new programs, meet deadlines, and comfortable working independently.
- Associate or Bachelor’s degree or four years equivalent experience.
- Education/Experience with primary, secondary, or higher education academia desired.
- Able to accommodate Indiana travel; valid driver’s license and vehicle in good working order.
- Ability to lift and move objects less than 50 pounds.

Preferred Qualifications

- Previous workforce development experience in Indiana and/or in conjunction with a professional association.

About ACEC Indiana

The American Council of Engineering Companies of Indiana (ACEC Indiana) is a Non-profit trade association representing over 140 Professional Consulting Engineering firms and Associate Member companies throughout the state. It is affiliated with ACEC, Washington, D.C. Members include principals, owners, and other professional staff, and providers of industry-related professional services and products. ACEC Indiana provides its members with networking & mentoring opportunities; legislative advocacy; industry news & information; and professional development opportunities via workshops/training events, conferences and online education.