

Job Description

| | |
|----------------------|--|
| Job Title: | Employer Relations Lead |
| FLSA Status: | Ful-time/Exempt |
| Department: | Strategy |
| Reports To: | VP, Strategy & Innovation |
| Location: | Rung St. Louis |
| Schedule: | Varies; will likely include occasional evenings and weekends |
| Salary Range: | \$55,000 – 70,000 |

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: We're looking for someone to work with employers who are looking for solutions to their talent acquisition and workforce development challenges. If you love making strategic connections with others, are driven to get things done, and are skilled at closing deals and managing relationships, this position is for you.

How you'll help Rung achieve our vision: The Employer Relations Specialist manages and sustains relationships with employer partners to ensure that there is a strong pipeline of potential career opportunities for our Members. This position also facilitates the connection between employer partners and Rung's Sr. Director, Career Development and Director, Learning & Instructional Design to help develop mutually beneficial relationships that lead to the successful training, hiring, and retention of Members.

What you will do:

Manage Employer Partner Relationships

- Serve as primary contact with Rung's employer partners' hiring managers to implement activities outlined in Rung's Employer Partner Agreement
- Solidify signing of Employer Partner Agreements and oversee implementation of partnership
- Work with employer partners to identify current and future skillsets job candidates need
- Maintain knowledge of employer partners' current and future hiring needs and training practices
- Coordinate employers' staff members responsible for partnership implementation and outcomes, and troubleshoot any challenges
- Position Rung Members as job candidates of choice with employer partners
- Reinforce employer partners understanding of Rung's technical assistance around woman-friendly policies/practices
- Represent Rung in organizations and at community events related to career pathways
- Manage all aspects of employer communications, providing responsive, high-quality customer service and maintain accurate, and up to date records of communications and data entry

Support Rung's Recruitment & Career Development Processes

- Gain understanding and provide overview of employers' current and future job openings to Career Development team
- Collaborate with Director, Learning & Instructional Design to identify employers' current and future training needs and confirm Rung's career track trainings meet their needs
- Partner with Sr. Director of Career Development to project number of Members completing skills training and strategically match employers with Members engaged in job search process
- Evaluate effectiveness of partnerships in helping Members to achieve their employment goals
- Connect Rung's Recruitment Specialist with employers interested in providing tours, hosting recruitment events, and support other career pathway exposure and engagement opportunities

Oversee Employer Support Services

- Manage Employer Advisory Groups and Employer Network
- Provide technical assistance resources to employers on developing women-friendly workplace policies and culture
- Develop and maintain recommended policies and practices for employer partners

- Facilitate individual and group presentations related to women-friendly workplace practices
- Assist with creating and curating content on women workforce development related issues for employers
- Maintain database of Employer Network (non-partner) job opportunities; and develop processes to promote opportunities to prospective and current Rung Members

What you need to bring us:

- Willingness to engage with prospective partners, conduct tours, attend meetings and community conferences and events
- Proven relationship building skills, able to work effectively with diverse groups and individuals to achieve goals
- Outcome driven with strong project planning and organization skills
- Demonstrated ability in managing multiple relationships and priorities
- Remain composed under stress, can tactfully address or escalate potential problems, and take responsibility for delivering on organizational commitments.
- Fast learner with ability to understand a variety of job descriptions and career pathways
- Strong customer service orientation, with extensive experience in effectively addressing, negotiating, and resolving issues with stakeholders (internal and external) as they arise
- Ability to respond appropriately and effectively to changing circumstances and priorities
- Proficiency with Microsoft Office products and CRM systems (particularly Salesforce)

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our



organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on May 15, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/EmployerRelationsLead>