



**IOWA  
ASSOCIATION  
OF BUSINESS  
AND INDUSTRY**

**Title: Workforce Programs & Engagement Coordinator**

*Please send cover letter and resume to: Levi Hoffman at [lhoffman@iowaabi.org](mailto:lhoffman@iowaabi.org)*

**Organization Overview**

The Iowa Association of Business and Industry (ABI) has served as the state's unified voice for business since 1903. A statewide business trade association, ABI's mission is to nurture a favorable business, economic, governmental and social climate within the state of Iowa so our citizens can have the opportunity to enjoy the highest possible quality of life. In addition to ABI's mission and organizational structure as a 501(c)(6), ABI also has a 501(c)(3) Foundation. For more than 40 years, the ABI Foundation has worked to improve the lives of Iowans by developing and delivering programs for high school students, college students, and adult professionals. These programs are designed to enhance individual responsibility, develop an educated workforce, and foster active leadership on local and statewide levels.

**Position Summary**

This position supports the ABI Foundation's mission by delivering programs and initiatives that build community awareness, foster engagement, and strengthen Iowa's future talent pipeline. The role focuses on providing valuable programming for high school students, college students, and professionals to expand their awareness of career opportunities in Iowa and enhance their leadership skills.

As an integral member of a professional team, this position provides comprehensive program and organizational support for all ABI Foundation initiatives, including but not limited to Leadership Iowa, Business Horizons, Leadership Iowa University, and Elevate Iowa Manufacturing.

The ABI Foundation also works closely and in partnership with several other organizations and entities across the state to help advance work that aligns with the ABI Foundation mission.

**Essential Functions**

Program Coordination

- Assist with planning and execution of ABI's Foundation programs.
- Coordinate with internal team as well as external vendors with seamless communication to deliver on program goals.
- Assist with development and distribution of participant communications and materials.
- Lead on-site technology, setup, troubleshooting and other general event needs.
- Provide staff support before, during and after ABI and ABI Foundation events and programs.
- Foster a welcoming environment for participants.

Outreach And Engagement

- Support recruitment and management of program volunteers, participants, committees, and alumni with items including but not limited to participant mailings/outreach, volunteer logistics and coordination, and alumni engagement initiatives/events.
- Lead strategic partner and stakeholder outreach, education and participant recruitment efforts to achieve annual program participation goals.
- Represent and promote ABI's Foundation and/or its programs at conferences, events and trade shows.

### Data Management And Reporting

- Maintain organization databases; perform other administrative duties, as needed.
- Track participant and program outcomes, highlighting key metrics and achievements.
- Incorporate feedback from participants and stakeholders to continuously improve program offerings.

### **Work Schedule**

- Regular work hours (during non-program weeks): Mon-Fri, 8:00 a.m. - 5:00 p.m. Additional hours are required at times to complete projects or in preparation of events/programs.
- ABI Conference: 3-4 days each June; typically requires 2-3 overnights.
- Leadership Iowa Sessions and overnight in-state travel required. Sessions are Wed. – Fri., once per month Oct. – June.
- Business Horizons: Week-long program with overnight stays on college campus.
- Leadership Iowa University: Long hours required program week; overnights.

### **Knowledge, Skills, and Abilities**

- Excellent oral, written and presentation skills.
- Ability to develop strong relationships, easily build rapport, and earn the respect of participants and other stakeholders.
- Exceptional attention to detail; ability to effectively manage multiple complex projects simultaneously with a high level of personal accountability.
- Self-starter with the ability to learn quickly and produce quality work.
- Ability to work the time necessary to complete projects and/or meet deadlines.
- Able to work and communicate with a variety of populations (e.g. high school, college, professionals.)
- Must have positive and professional attitude, be a team-player and possess solid work ethic.
- Strong problem-solving and decision-making skills; ability to think and act in a proactive manner.
- Experience working in cross-functional teams. Excellent interpersonal skills with the ability to take and give direction within a matrix organizational structure and team environment.
- Demonstrated proficiency with Microsoft® Office products and level of comfort with technology in general.

### **Education and Previous Experience**

A bachelor's degree in business, marketing, communications, event management or similar is desired. Two or more years of related internship and/or post-graduate work experience is preferred. Experience and/or high interest in association, foundation non-profit, and/or workforce and talent related areas work is helpful.