



Manager, Talent Initiatives

Job Type: Full-time, Salary

Reports to: Director, Talent Initiatives

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

We are seeking an outgoing and engaging professional who is passionate about our Chamber and the Little Rock community to assist in recruiting talent to the region and helping employers retain their talent. The successful candidate will emulate our core values of excellence, professionalism, passion for our community, have a member-centric attitude, and be adaptable and willing to embrace change. Key factors for success in this role include being able to multitask, provide excellent customer service, work well with all team members, achieve established goals, and possess excellent communication and interpersonal skills.

The ideal candidate will have a broad understanding of the region and the benefits of living here that can be shared with talent considering relocation or with those new to the community.

This position will report to the Director of Talent Initiatives and sit on the economic development team of the Chamber.

Principal Accountabilities:

- Plan, coordinate, and execute programming for Create Little Rock (YP Summit, Social Mixers, Unplugged, Land in the Rock, PopUp, YP Summit, etc.). This includes timeline management, speaker and partner coordination, logistics, promotion, and on-site execution to ensure high-quality, engaging experiences.
- Manage all aspects of the Create Little Rock Board of Directors meetings, including scheduling, agenda development, preparation of materials, meeting logistics, and follow-up communication to support effective governance and board engagement.
- Assist with ongoing development of the Life in Little Rock brand by contributing to website content, supporting social media engagement, and coordinating with local influencers and partners to amplify messaging and promote the region as a vibrant place to live and work.
- Oversee and grow a talent connector community designed to retain and engage local talent by facilitating connections, coordinating communications, supporting programming, and fostering meaningful relationships between professionals, employers, and the community.
- Provide operational support for Leadership Greater Little Rock.
- Strengthen and support Leadership Greater Little Rock alumni engagement initiatives.
- Assist in the preparation of economic development team reports for Chamber leadership and stakeholders.
- Support marketing and site selection efforts.
- Provide general administrative support to the economic development team as needed
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- A combination of education and experience may be substituted when proficiency is demonstrated
 - Bachelor's degree preferably in communications, business, marketing, or public relations
- Exceptional written and verbal communication skills are required
- Maintain active awareness and knowledge of community and regional issues
- Existing connections to the regional business community are a plus
- Must be comfortable, confident, and outgoing in social settings
- Exceptionally strong interpersonal skills, including the ability to read and respond to body language and a wide range of personality types and backgrounds
- Able to work independently and proactively without daily instruction, but must also be an engaged and participatory member of the larger team and have strong conflict resolution skills
- Creative and able to solve problems, set and accomplish goals, and meet deadlines
- Organized and able to keep accurate and detailed documentation
- Ability to manage sensitive information in a professional and confidential manner
- Intermediate computer skills essential, including a working knowledge of Microsoft Outlook, Word, Excel, and Canva
- Ability to work a flexible schedule as needed
- Valid driver's license and reliable personal transportation

Compensation and Benefits:

- Competitive compensation based on experience
- Benefits include: Medical, dental, and vision insurance, paid vacation, holidays, sick leave, and 401k

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment
- Requires the ability to understand verbal communication and to respond effectively
- Positions in this class typically require reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time, and repetitive motions in computer use
- Requires learning and adapting to new software

The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis of discrimination prohibited by applicable local, state, or federal law.

How to Apply

Candidates must submit a cover letter, resume, and references to Kristi Barr, kbarr@littlerockchamber.com. Please include "Manager, Talent Initiatives" in the subject line of the email.