



NOW HIRING | Talent Strategies Coordinator

JOIN THE MOVEMENT.

Onward NRV is excited to fill a newly created position that will focus on coordinating efforts around talent attraction and retention to support regional growth in Virginia's New River Valley.

GENERAL DESCRIPTION

The Talent Strategies Coordinator is responsible for, but not limited to, executing the annual NRV Experience internship program, forging partnerships with area employers and educational institutions, and exhibiting at career fairs to market the NRV as a great place to live and work.

The successful candidate must be able to prioritize work and effectively manage multiple projects; communicate effectively verbally and in writing with all levels of individuals; work independently as well as collaboratively as a team with a variety of stakeholders; work well under pressure in meeting deadlines; exhibit sound judgment in making decisions; and maintain confidentiality on sensitive matters. The Talent Strategies Coordinator position is a full-time, exempt position with excellent benefits. The position reports directly to the Director of Business Engagement.

ABOUT ONWARD NRV

Onward NRV (www.OnwardNRV.org) is a public/private, regional economic development organization whose mission is to attract and retain world class jobs, investment, and talent in Virginia's New River Valley (www.TheNRV.org). It's a movement where leaders from business, government, and higher education work together to promote the economic vitality of the region through Onward 2028, the organization's five-year economic development strategy for the region.

The Onward NRV staff is a small but mighty team of colleagues who work collaboratively to promote the economic development of Virginia's New River Valley. We take pride in contributing to the success and future of the region we call home. In our fast-paced environment, we encourage new and creative ideas, celebrate our achievements, and strive for strong relationships with our colleagues and our organization's stakeholders.





ILLUSTRATIVE DUTIES

- Plan, coordinate, and execute [NRV Experience \(NRVE\)](#) internship program in partnership with Onward NRV team members
- Maintain NRVE program records to ensure accuracy & confidentiality
- Build relationships with career and talent development representatives from the NRV's higher education institutions (Virginia Tech, Radford University, New River Community College)
- Engage with the regional Workforce Development Board (WDB) and K-12 Career & Technical Education (CTE) programs to be an advocate for industry needs
- Track and monitor regional talent challenges facing local companies within Onward NRV's four [targeted industries](#)
- Connect local employers and prospective businesses with relevant regional talent resources
- Exhibit at career fairs throughout the NRV to market the region as a great place to live and work
- Travel to talent-related conferences and trade shows as needed
- Develop, coordinate, and execute an annual talent summit to showcase best practices in education and workforce development in collaboration with Onward NRV team members
- Update and maintain NRV Job Board ([TheNRV.org/jobs](#)) and other talent-related features of the NRV website
- Collaborate with Marketing Manager to develop and create talent-related marketing campaigns and initiatives
- Support the execution of Onward NRV events, including investor events, industry summits, board meetings, and other special events
- Represent Onward NRV in the community by participating in meetings with local, regional, and state economic development partners and/or delivering presentations
- Support Onward NRV investor relations program to ensure member engagement and retention
- Track progress using metrics and benchmarks established by Executive Director to monitor progress toward Onward 2028 initiatives
- All other duties as assigned

SKILLS AND QUALIFICATIONS

- Demonstrated ability to lead, motivate, and engage college-aged students and manage relationships with a variety of stakeholders
- Self-motivated individual who can prioritize work and effectively manage multiple projects in a fast-paced environment
- Proven ability to effectively plan, promote, and execute events and programs within budgetary limits
- Current knowledge of talent attraction and retention strategies to support regional growth
- Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing
- Ability to safely move, handle, and set up heavy objects (i.e. display tables, banners, etc.) weighing up to 50 pounds
- Proficient in Microsoft Office 365 and email marketing (Constant Contact); experience with Salesforce, WordPress, and social media platforms a plus
- Bachelor's degree in Education, Business, Human Resources, or related field or equivalent education, training, and experience is required

SALARY & BENEFITS

The Talent Strategies Coordinator position is classified as a full-time, exempt position with a flexible work schedule and the potential to work remotely up to two days per week. Salary range is \$42,000 to \$47,000 per year and dependent upon qualifications. Onward NRV offers a generous benefits package including health insurance, dental insurance, life insurance, paid time off, paid holidays, eight weeks of paid parental leave after 12 months of employment, 401(k) employer match program, cell phone stipend, professional development training, and advancement opportunities.

HOW TO APPLY

Submit a cover letter with resume, including salary requirements and a minimum of three references, to hr@onwardnrv.org. This position is open until filled. Onward NRV is an Equal Opportunity Employer and committed to providing reasonable accommodations for qualified individuals with disabilities upon request.



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