

Avivo

Business Partner Council Job Description

Avivo Business Partner Mission

With passion and commitment, contribute time, talent, expertise and other valuable resources to help Avivo clients begin a meaningful career path.

Business Partner Council (BPC) Member Expectations

The Business Partner will support the work of Avivo by:

- Serving as a trusted advisor to Avivo staff in providing quality educational and employment services that challenge and inspire individuals to develop strong work skills and positive attitudes.
- Creating career opportunities for participants while consulting on job opportunities and workforce trends.
- Conveying Avivo's mission and values to others when reaching out to businesses to educate them about Avivo.
- Acting with integrity, credibility, and a passion for improving the lives of Avivo's clients.

**Time commitment for individual partner varies based on their availability.*

Key Responsibilities:

- Providing professional expertise and available resources in program development and training.
- Attending and actively participating in business partner council meetings and events.
- Participate in a minimum of two activities annually such as facilitating a work readiness training session or serve on one or more committees.
- Networking with other business partner members and building a collegial working relationship.
- Contributing financially and supporting Avivo's fundraising activities in a manner commensurate with one's ability ('Give to the Max Day' and 'Achieving Dreams').
- Communicating and promoting Avivo's mission and programs to the community.
- Assisting in the recruitment of new business partner members with needed expertise.

Committee Opportunities:

- Curriculum
 - Gather labor market information and trends.
 - Assist Avivo create partnerships with other educational institutions.
 - Assist with identifying industry credentials for Avivo training programs.

- Assist with identifying tools that meet technology needs and/or updates.
- Develop curriculum for new training programs that meet specific business needs.
- Build assessment tools to ensure goals are met.
- Placement
 - Assist Avivo with moving its participants into BPC company jobs.
 - Provide job leads
- Funding
 - Assist with writing, supporting and submitting letters of support for Avivo proposals.
 - Volunteer time to maximize Avivo match or in-kind dollars.
 - Investigate possible company foundation support for Avivo
 - Donate equipment and/or other supplies.
 - Sponsor Avivo training labs.
 - Make individual donations to Avivo on 'Give to the Max Day' and 'Achieving Dreams'.
 - Be an 'Achieving Dreams' Table Host or company sponsor.
- Work Readiness
 - Participate in mock interviews.
 - Revise, develop, and facilitate work readiness workshops.
 - Invite co-workers to get involved in work readiness activities.
 - Identify assessment tools to help job seekers recognize their strengths and abilities.
- Marketing
 - Assist with identifying events and associations that would benefit Avivo's mission.
 - Assist with developing flyers and marketing pieces to promote Avivo.
 - Build virtual relationships through social media such as LinkedIn and Facebook.
- Membership
 - Assist with outreach and recruitment efforts.
 - Attend employer meetings (new business outreach meetings).
 - Mentor new members.
 - Introduce new members to Avivo.
- Occupational Advisory Committees
 - Review and revise training program curriculum as needed;
 - Review current graduation rates and selection rates for program graduates; and
 - Review current job statistics for the following programs:
 - Medical Office Support Training Program
 - Accounting Support and Office Support Specialist Training Programs
 - Core Manufacturing Skills and Warehousing Training Programs
 - Maintenance Custodial Skills and Building Facilities Training Programs
 - IT Support Training Program
- Business Partner Ambassador
 - Assist with orientation of new business partners.

- Re-engage former or inactive members.
- Identify new partner companies and initiate introductions.
- Mentor new partners during their first six months as members.