



## Administrative Assistant Position Description

**Title: Administrative Assistant**

FLSA Status is Part-time/Hourly

**Summary:** Central AlabamaWorks is seeking an Administrative Assistant, responsible for assisting the Director in coordinating and executing workforce development efforts in the region.

The Administrative Assistant will be an employee of Central AlabamaWorks and will be based in one of the 13 counties that make up the region. Occasional travel will be required.

Central AlabamaWorks serves: Autauga, Bullock, Chambers, Coosa, Dallas, Elmore, Lee, Lowndes, Macon, Montgomery, Perry, Russell, and Tallapoosa counties.

I. Job Relations:

Reports To: Executive Director of Central AlabamaWorks

Has frequent contact with other staff members, board members, volunteers, sponsors, civic and business leaders, agencies and their staffs, and the general public.

II. Responsibilities:

- Oversee daily office operations, act as office receptionist and first point of contact for the organization.
- Prepare documents, reports, newsletters, and correspondence related to daily activities.
- Assist in the preparation, coordination, and facilitation of meetings, including, but not limited to, individual, industry cluster, Board, and Council meetings. Attend as required.
- Maintain database.
- Assist with social media and website updates.
- Provide basic bookkeeping tasks including accounts receivable and payable, financial reporting, etc.
- Maintain accurate records of all documents and filings.
- Assist with publicizing and promoting the workforce training programs available in Region 5.
- Assist with planning/executing events, including, but not limited to, Career Discovery and the Educator Workforce Academy.
- Research and pursue potential private workforce development grant opportunities.
- Perform other tasks and duties as assigned by the Executive Director.

III. Qualifications:

A. **Education:** Minimum required is an Associate's degree from an accredited institution or equivalent experience. Preferred is a Bachelor's degree from an accredited institution and experience in the field of workforce or economic development.

B. **Experience:**

- Service preferred in one of the following:
  - private/public sector office environment
  - human resources
  - workforce/ economic development
- An understanding of workforce and / or economic development is preferred.

C. **Special Qualifications and Knowledge:**

- Self-starter with a high degree of professionalism.
- Strong work ethic, exceptional integrity, and ability to maintain absolute discretion and confidentiality with proprietary information.
- Strong organizational, analytical, time management, communication skills
- Skillful in digital technology, including email, Microsoft Office programs (including Word, Excel, and PowerPoint) and social media. Any experience with the following is also a plus: Salesforce, Constant Contact, Canva, and Adobe Photoshop.
- Must have ability to work with a variety of individuals from unemployed persons to business/industry and educational/governmental institutions.
- Works cooperatively and positively with all staff, board and council members, promoting an environment of excellence and teamwork.
- Understanding of workforce and/or economic development; service in private/public sector management is preferred.
- Bachelor's degree from an accredited institution (administration, business, management, or a related field) or equivalent experience.
- Willing to travel as needed throughout the 13 Alabama county area; limited overnight travel required.
- Must have valid driver's license, auto insurance, reliable automobile and appropriate driving record.

IV. Physical Demands and Working Conditions: A workspace is provided with the necessary resources and equipment. Physical activities involve walking in the office, keyboard and computer use, travel to meetings and business-related activities, reading, filing, bending, occasional light lifting, and moving and set up of equipment before, during and after meetings and events.

V. Hours of Work:

- The Administrative Assistant will work 20-30 hours per week.
- Operating Hours are Monday – Friday, 8:30 – 4:30, however participation in occasional early morning, evening, or weekend meetings/events is also required.
- Occasional overnight and/or out-of-town travel may be required. Travel expenses incurred for mileage, meals and lodging, at the state per diem rate, will be reimbursed.

- VI. Compensation: The position offers a competitive salary commensurate with education and experience.
- VII. Other Duties: This position description is an accurate summary of the Administrative Assistant for Central AlabamaWorks duties and responsibilities; however, he/she may be called upon to assume other duties as assigned.
- VIII. Application Process:
- Email a cover letter, resume and references with **Administrative Assistant** in the subject line to: [office@centralalabamaworks.com](mailto:office@centralalabamaworks.com)
  - **Application deadline is Noon on Friday, August 20, 2021**

Central AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Central AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Central AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Central AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.