



Administrative Assistant
Region 1 Workforce Development Council
North AlabamaWorks

Summary:

North AlabamaWorks is seeking a Workforce Development Administrative Assistant, responsible for assisting in all administrative and support functions within the region.

The mission of North AlabamaWorks is to provide a direct link to the workforce needs of business and industry at the local level. The Councils are business-driven and business-led and work with their member counties to develop a comprehensive workforce development system that supports local job development activities.

North AlabamaWorks (Region 1) serves Colbert, Cullman, DeKalb, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, and Winston counties in North Alabama.

Duties and Responsibilities:

Office Administration

- Complete and oversee daily office operations.
- Provide appropriate reports and documentation to all entities.
- Maintain accurate records of all North AlabamaWorks documents and filings.
- Responsible for all book-keeping functions.
- Research and pursue potential and private workforce development grant opportunities.
- Assist with social media and website updates.

Project and Program Administration

- Assist in planning, implementing, and evaluating the organization's programs and services in daily operations of the Council.
- Assist in the preparation, coordination, and facilitation of meetings, included, but not limited to individual, industry cluster, Board, and Council meetings. Attend as required.
- Communicate regularly with training providers and other resources to refer and coordinate requests appropriately.
- Assist with publicizing and promoting the workforce training programs available in Region 1.
- Assist with planning/executing events, including but not limited to Quarterly Workforce Summits, Worlds of Work Career Expos, Board Meetings, etc..

Perform other tasks and duties as assigned.

Qualifications:

- Associates 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, and reliable automobile (mileage is reimbursed at the state mileage rate).



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- Strong work ethic, exceptional integrity, and ability to maintain absolute discretion and confidentiality with proprietary information.
- Strong organizational, analytical, time management, communication and interpersonal skills.
- Understanding of workforce and/or economic development; service in private/public sector management is preferred.
- 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: Constant Contact, Canva, Adobe Photoshop and InDesign.
- Basic accounting skills.
- Self-starter with a high degree of professionalism.
- Ability to flexible and adapt to a fast-paced, varied environment.
- 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.

Work Schedule:

- The Administrative Assistant will work 40 hours per week.
- Must be able to work Monday – Friday, 8:00 – 5:00, 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.

Accountability

- Reports directly to the Executive Director of North AlabamaWorks, while also being responsive to the North AlabamaWorks Chairman and Board of Directors and team members.

Compensation:

- Compensation package commensurate with education and experience.

Application Process:

Please send cover letter, resume and references to

smcculloch@northalabamaworks.com **Application Deadline: January 15, 2020**

North Alabama Works is an equal opportunity non-profit 501(c)3 employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability. All qualified applicants will not be discriminated against on the basis of disability.