



## Executive Assistant

### Westmoreland-Fayette Workforce Investment Board | Youngwood, PA

#### Summary

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is seeking an organized, self-motivated, and hard-working individual to provide critical support to the WFWIB Executive Director, WFWIB board members, and general operations of the WFWIB. Candidate must be extremely detail-oriented with an ability to multitask. The working environment is fast-paced and typically involves preparation, revision, and distribution of time-sensitive documents. This individual will ensure that operations move smoothly and that support is given when needed. This part-time position will be responsible for being the primary support to the Executive Director, the primary contact for board and related committee operations, and maintaining organization on an internal level.

#### Duties & Responsibilities

- Schedule, coordinate, and monitor all Board and related committee meetings as needed
- Prepare reports of board and committee meeting discussions, including meeting minutes
- Assist with board and related committee meeting schedules, prepare written and visual information as required, and advise the Executive Director and/or Committee Chair of conditions needing their attention as needed
- Accurately prepare all letters, memos, reports, and other correspondences as needed
- Coordinate all WFWIB inquiries and assure them in a timely response
- Responsible for ordering, creating purchase orders, managing office supplies
- Maintain, organize, and update physical and digital files
- Prepare, proof, edit, and type correspondence for the Executive Director. Provide administrative support for other staff and committees
- Organize, prioritize, and manage emails and phone calls
- Ensures all hospitality and media services for meetings and scheduled activities
- Serve as a liaison for internal and external communications, including screening phone calls, facilitating communications to the appropriate staff member, and following up when appropriate
- Manage, create, and distribute monthly in-office staff schedules
- Assist the Executive Director in several aspects, including scheduling and calendar management, internal and external communications, and preparation of various reports and/or presentations

#### Required Skills

- Professional interpersonal, comprehension, verbal communication, and written communication skills
- Ability to maintain professionalism, confidentiality, composure and a customer-focused attitude while carrying out all job responsibilities
- Highly adept at working independently, prioritizing work, staying organized, and multi-tasking
- Excellent computer/Office 365, remote meeting, and phone skills
- Excellent writing skills and organizational skills – including the ability to prioritize multiple work assignments, meet deadlines and manage conflicting tasks, while paying attention to detail
- Ability to adapt to a constantly changing environment, with multi-faceted duties
- Proficient familiarity of Zoom and Teams
- Professional analytical, critical thinking, and problem-solving skills

- Ability to maintain, create, organize, and coordinate resource materials
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

#### Required Experience

- Associates Degree in Business or related field from an accredited college or university is required
- At least 3-years of experience in administrative abilities

#### Salary & Benefits

- Salary is commensurate with experience.
- Salary Code C

#### How to Apply

- Please submit your cover letter and resume to Donna Casterwiler at [donna@westfaywib.org](mailto:donna@westfaywib.org)
- Cover letters and resumes will be accepted until April 30, 2021